

HIGH SCHOOL COURSE IN
ISAAC PITMAN PHONOGRAPHY

A. ROSENBLUM



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**HIGH SCHOOL COURSE IN
ISAAC PITMAN PHONOGRAPHY**



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IN

ISAAC PITMAN
PHONOGRAPHY

BY
ABRAHAM ROSENBLUM

New York High School of Commerce



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NOTE

This book is an attempt to present Isaac Pitman phonography in accordance with modern teaching methods, and in a manner suitable for pupils of high-school age. It differs from the average shorthand text-book for beginners in several respects:

1. Its exercises are arranged and worded with the purpose of arousing thought on the part of the pupil, and of discouraging mere imitation.
2. It introduces coherent narrative selections in the presentation of the alphabet; and letters in business English are employed immediately on completion of the study of the alphabet.
3. The exercises are in most part designed along commercial lines, and impractical combinations of words are avoided.
4. As the aim of the work is to enable pupils to write connected discourse, the illustrative words are embodied in practical selections, and lists of words as exercises are presented merely as supplementary material.



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BOOK FOR BEGINNERS




PART ONE

CHAPTER 1

THE ALPHABET

1. Phonography is a brief method of writing. It was invented by Isaac Pitman, an Englishman, and first produced in 1837. Its alphabet is based on four simple characters. Thus

— straight stem,  curved stem, . the dot, _ the dash

By changing the direction or position of these characters, or by shading or modifying them, the whole alphabet is represented. The stems indicate consonants, and the dot and dash indicate vowels.

2. The straight stems are

— k, — g, | t, | d, \ p, \ b, / ch, / j

A thin stem is written very lightly, so that an ordinary stroke of the pen or pencil will suffice for a heavy stem. Horizontal stems are written from left to right; other stems are written downward except where otherwise noted.

3. A heavy dot alongside and at the middle of a stem indicates the vowel *ā*. A heavy dash in the same position and at right angles to the stem indicates the vowel *ō*. Thus

\ pay, / age, / Joe, — oak, | toe, — gay,

The stem of a word is written first, even though the word commences with a vowel. In phonography the spelling is phonetic. Thus, in the word *age* the stem *j* is written, and in the words *pay* and *Joe* certain letters are not written because they are not sounded. In phonography each vowel sound

is indicated by a distinct sign; it is therefore not necessary to use one vowel sign to indicate several sounds, as in the ordinary alphabet.

4. In rapid writing it is necessary to employ numerous abbreviations. These are presented throughout the book in connection with each set of exercises. Phonography is usually written on ruled paper. A word containing but one stem rests on the ruled line, except where otherwise noted.

EXERCISE 1

(FOR READING AND REPRODUCTION)

Abbreviations: | it, ____ at, . the, ____ a or an, o is-his
 ____ as-has, ____ of, \ to, } to-day, | he, ____ had, / which
 / large, ____ go-ago

| o \ | x (a) ____ \ ____ | ____ x
 ____ / \ | | x o ____ / \ / /
 | (b) ____ ? ____ / \ o ____ x ____ / \ /
 | ____ o ____ | \ / x | o ____ / \ x |
 \ \ | x

(a) The shorthand period. (b) The interrogation point.

2

(FOR DICTATION)

1. An oak bow is an aid. 2. Which ape is at large? 3. Pay it to Joe today at eight. 4. He had the large bow. 5. Joe has to pay it. 6. Go to the large oak today. 7. He owed eight to Joe Coe.





STEMS (CONTINUED)

5. Other stems are

 f,  v,  sh,  zh,  l,  r,  r (up)

L is written upward except in a few cases noted in a later lesson.

6. The upstroke *R* is used when *R* is succeeded by a vowel; the downstroke *R* is employed when no vowel follows *R*. Thus

 air,  ray,  oar,  row.

Ch, which is written downward, is distinguished from the upstroke *R*, by a slight change of angle, as in *row* and *which*.

7. A heavy dot at the end of a stem indicates the vowel *ē*. A heavy dash at the end of a stem indicates the vowel *ōō*. Thus

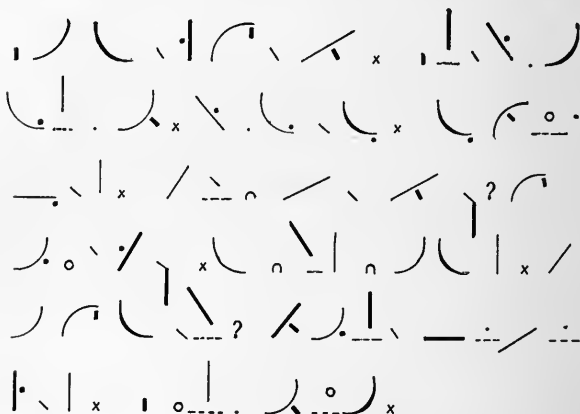
 fee,  eat,  shoe,  Lou,  each,  rue

Vowels written at the end of a stem are known as *third place vowels*. When a stem is written up-

ward, third place vowels are at the top. Stems are usually written about a sixth of an inch in length. The heavy stems need not be thickened throughout; it is sufficient if they are thickened in some part.

3

if, have, shall-shalt, usual-ly, our-hour
are, do, and, you be, by-buy, give-n, can



4

1. Give and you shall have. 2. Can she aid Joe to row o'er the bay? 3. Have you our large key?
4. Lou O'Shea is to be at the show today. 5. She

may have to buy it and give it to you. 6. Lou and Eve are to go today at the usual hour. 7. Joe Lee usually had to go to buy it. 8. If he has to go, which shall he buy?

STEMS (CONCLUDED)

8. The remaining stems are

(th, (dh,)s,)z, ~n, ~ng, ~m, /h
 o h (up), / w (up), / y (up)

H is written downward when it is the only consonant in a word. The use of the upstroke for *h* is explained in a succeeding lesson.

9. A heavy dot and a heavy dash at the beginning of a stem represent respectively the vowels *ah* and *aw*. Thus

/ha, \ pa,) saw, [law, ~ ma, |awed, / raw

Vowels written at the beginning of a stem are known as *first place vowels*. When a stem is written upward, first place vowels are at the bottom.

10. Some stems are specially named to avoid confusion in referring to them. Thus, *ch* is called *chay*, *sh* is called *ish*, *zh* is called *zhee*, *th* is called *ith*, *dh* is called *dhee*, *ng* is called *ing*, the upstroke *r* is called *ray*, upward *l* is called *lee*, and upward *h* is called *hay*.

5

(think, (them,) so, ---) see-use, , in-any, ✓ we

him-may, me-my, come, high, but

____ I-eye, ____ all

✓ — ✓ ∫ ∇ ∙ ∖ ∪ (∙) ∙)_x ✓

[illegible]

—) — | \ (. — . / \)) — v —

$$(\begin{smallmatrix} \diagup \\ \text{---} \end{smallmatrix} \times \mid) \begin{smallmatrix} \diagup \\ \text{---} \end{smallmatrix} \cdot \begin{smallmatrix} \diagdown \\ \text{---} \end{smallmatrix} \times \begin{smallmatrix} \diagdown \\ \text{---} \end{smallmatrix} \vee) \text{---} \cdot \begin{smallmatrix} \diagup \\ \text{---} \end{smallmatrix} \mid (\cdot$$



()()

(— — — — —)

$\lambda, \mu, \nu, \rho, \sigma, \tau, \dots$

$$\frac{1}{x} \quad \frac{1}{x^2} \quad \frac{1}{x^3} \quad \frac{1}{x^4} \quad \frac{1}{x^5} \quad \frac{1}{x^6} \quad \frac{1}{x^7} \quad \frac{1}{x^8} \quad \frac{1}{x^9} \quad \frac{1}{x^{10}}$$

6

1. I think he may have to give way to them.
2. Woe to them if he has to have the law to aid him.
3. They gnaw at it all day, and eat it as if they had to.
4. Ma and pa think so.
5. Esau was at ease on it high in the air.
6. May Lee is to

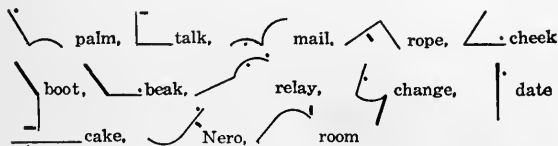
come to tea today. 7. Joe Shaw has my saw and my hoe. 8. I have an ache in my knee. 9. To know the law was his aim. 10. He may have the use of any of them in an hour or so.

JOINED STEMS

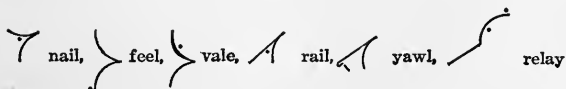
11. No matter how many stems a word may contain, the pen or pencil is not raised from the paper until the complete consonant outline is formed, the second stem commencing where the first ends, the third stem commencing where the second ends, and so on. The vowels are inserted on completion of the outline.

The first downstroke of a word rests on the line. A word starts on the line when it begins with an upstroke, or with a horizontal immediately followed by an upstroke.

12. When occurring between two stems, a first or second place heavy vowel is written directly after the first stem, and a third place heavy vowel directly before the second stem. Thus









13. Final *l* is written downward after *n* or *ing*. It is also written downward, if not followed by a vowel, after *f*, *v*, or a straight upstroke. Thus







14. Medial *r* is generally written upward. It may, however, be written downward to prevent an awkward outline, or to get a more suggestive outline. Thus


 bark,  barge,  fourth,  march

 farm,  lark

 never-November,  nothing,  put,  whose-use


 knowledge,  who,  though,  owing-language


 x

 x

 x

 x

 x

 x

 x

 x

 x

8

1. On our farm we have a rogue whose name is Job. 2. Job is our hero and has a rare knowledge of sheep, who fear him and never dare to roam far. 3. Though he rage and bark, I have but to shake a pole at him and he is meek and calm. 4. I can make him kneel in the road and shake his tail. 5. He can make a meal on veal or cake, and he is never rude to a thief. 6. He can leap the high gate, and he can keep in the rear if I say so. 7. Job may never talk the language, or read, or rake hay, but I have deep faith in him and know he is no fool.

LIGHT DOT VOWELS

15. A light dot in the first, second or third position represents respectively the vowels *ă* as in *add*, *ě* as in *etch*, or *ĩ* as in *ill*. Thus

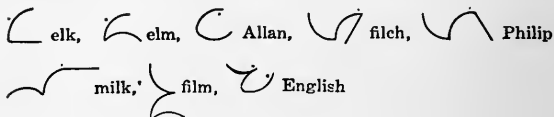
| *add*, / *etch*, (*ill*, / *itch*, \ *ebb*,) *ash*

16. Between two stems, *ă* is written directly after the first stem, and *ě* or *ĩ* directly before the second stem. Thus

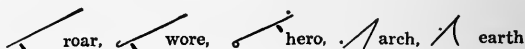
\ *pack*, \ *peck*, \ *pick*,) *fill*, V *bell*

17. Initial *l* is written downward when preceded by a vowel and followed by a horizontal stem.

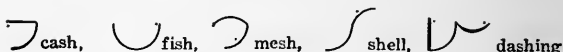
Medial *l* is generally written upward; but it may be written downward to prevent an awkward outline, or to get a more suggestive outline. Thus



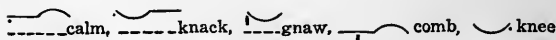
18. *R* is written upward, regardless of vowels, after a straight upstroke, and before *ith* and *chay*. Thus



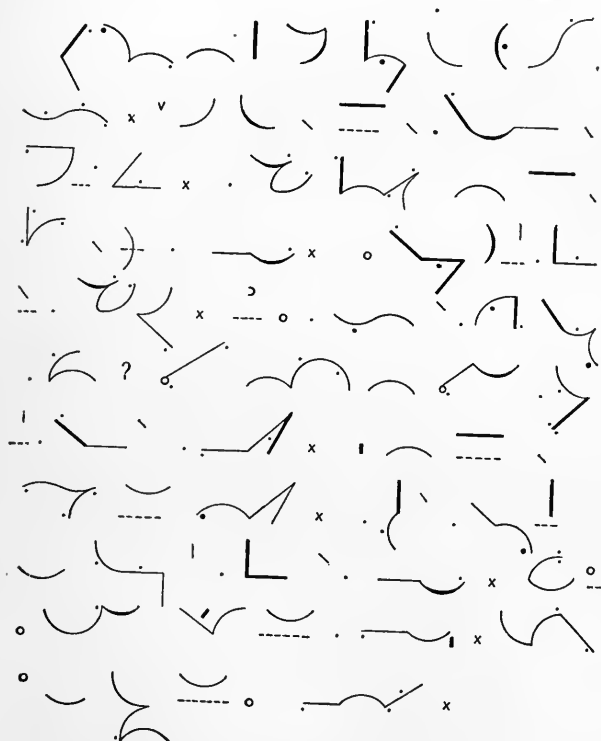
19. *SH* is generally written downward; but in words of several stems it is sometimes written upward to prevent an awkward outline. Thus



20. A word is written above the line if its accented vowel is first place and its outline consists of horizontal stems only. Thus



thing, anything, c when, would, out, each
 with, what, dignity-fy-fied wish, unusual



A shabby fellow came to the door of a rich miller in an English village to beg a meal, but the lady in charge would give him nothing. 2. Being a witty chap, he came back in an hour to ask if she had a wish to see him make a rare dish out of a nail and an egg shell, with a bit of lamb as relish. 3. The lady, all on edge to see so unusual an affair, led him to a bench, and in a minute came back with the nail, the shell, the bit of lamb, and a big dish in which to put them. 4. The needy fellow now had but to beg the lady to fetch him milk and veal, and a gill of sherry to empty into the unusual dish, and in an hour he had a merry meal. 5. We can have anything we wish if we only know the way to get it.

LIGHT DASH VOWELS

21. A light dash in the first, second or third position represents respectively the vowels *ō* as in *odd*, *ū* as in *up*, or *ōō* as in *took*. Thus

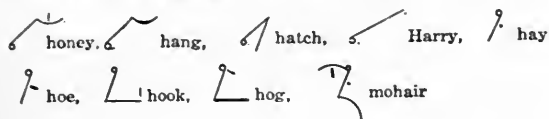
┐_{odd}, _{up}, └_{took}, ┌_{dock}, }_{us}, }_{full}

22. Between two stems, *ō* is written directly after the first stem, and *ū* or *ōō* directly before the second stem. Thus

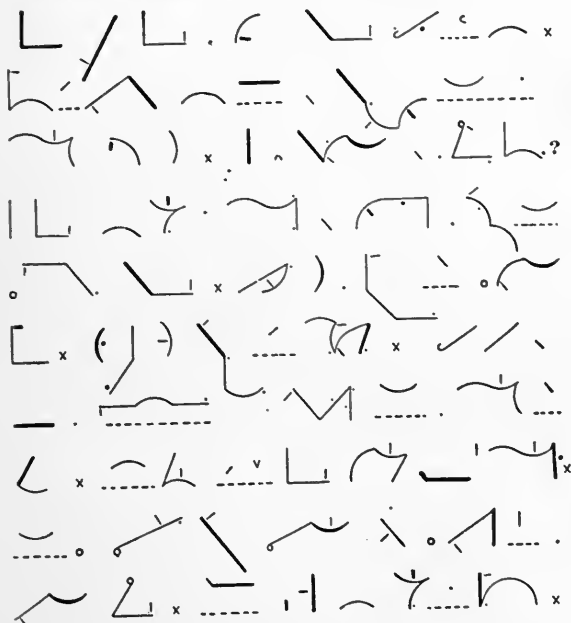
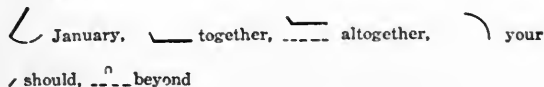
┐_{lock}, ┐_{luck}, ┐_{look}, ┐_{knock}, ┐_{lunch}

23. *H* is generally written upward. It is written downward, however, when it is the only consonant in a word, or when followed by *k* or *g*. It may also

be written downward in a word of several stems to prevent an awkward outline. Thus















11



An ugly bear out in a wood by ill luck saw a collie dog, and put it to death with a hug. 2. The worthy lady who had the dog in charge, in a rage took off the furry tail of the bear with a heavy lash which she had along. 3. On the following day she got aid to attack the animal, and came to the wood to ask him to come forth and eat of a comb of honey which she had put beneath a bush at the edge of the wood. 4. The bear lacked faith in the lady, and would never come beyond his door. 5. The lady came daily to urge the bear to come forth, but he would only look out of his window and say, "As long as you think of the injury to the dog, and I think of my fur, it would be altogether foolish of us to eat together of your honey." They who wrong us may bear us no love.

DIPHTHONGS

24. The diphthongs *i*, *ow*, *oi*, and *u*, as in *tie*, *cow*, *oil* and *use*, are written as follows. Thus

 tie,	 isle,	 tile,	 file,	 cow,	 allow
 toy,	 boy,	 boil,	 foil,	 feud,	 cure

The diphthongs *i* and *ow* may be written in the first, second or third position; *oi* is written in the

first position only, and *u* is written in the third position only.

25. *I* and *ow* may be joined when convenient at the beginning or end of an outline. *Oi* may be joined at the beginning only. *U* may be joined at the end only. After *n* the direction of *u* is slightly changed. Thus

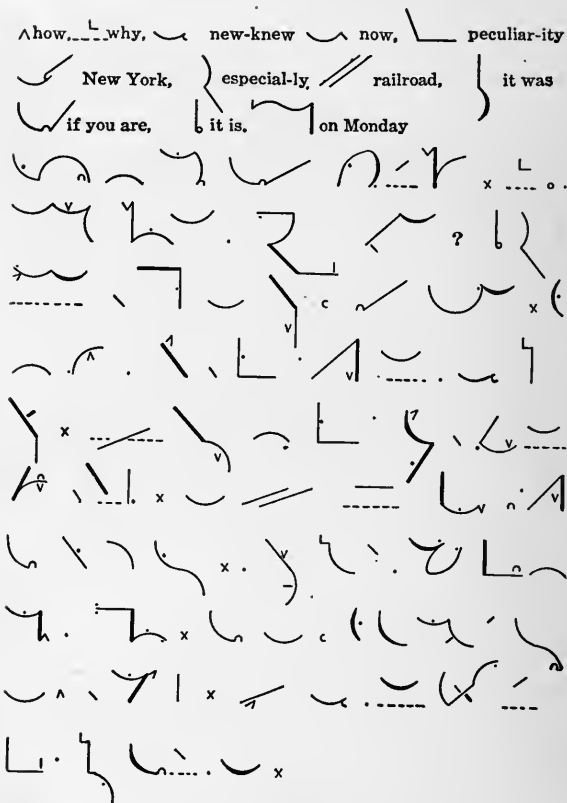
ice, nigh, owl, bough, oil, due, avenue

26. The triphthong *wi*, as in *wife*, may be written in any position as follows. At the beginning of a word it is usually joined to the stem. Thus

white, wide, wife, Dwyer

27. A short and usual group of words may be represented by a single outline. Such groups are called *phrases*. The first word of a phrase is written in its usual position, and the second and succeeding words are joined regardless of their individual positions. Thus

we can do, if he can, I think, he may be



Chum Tom,

On the Fourth of July, Roy Howell, Matthew Dwyer and I took a ride to New York on the new

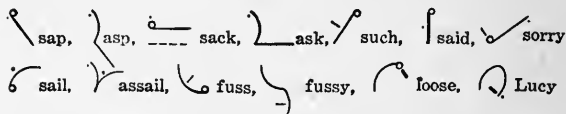
Albany boat. 2. We got to New York in due time, and paid a fellow a dollar to give us a ride to the new zoo in the park. 3. We each paid a dime to a boy on the Mall, and he allowed us to ride on the back of a white donkey. 4. I bought a new tobacco pouch in a shop on Fifth Avenue, and Matthew bought a pipe. 5. A peculiar railroad is beneath Fourth Avenue. 6. It is like a long huge tube and is especially noisy. 7. You can ride in it at the rate of a mile a minute. 8. I am to go to the opera tonight, and shall write to you by early mail on Monday how I enjoy it.

Leroy Tyler.

CHAPTER 2

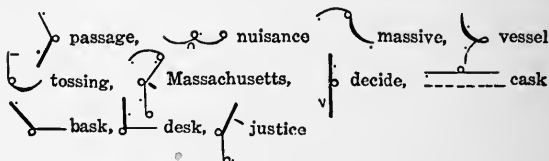
THE SMALL CIRCLE

28. *S* is also indicated by a small circle. This circle is used initially when a word commences with *s*, and finally when a word ends with *s*. Thus







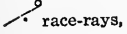




The circle is written on the *circle side*. On straight downstrokes the circle side is on the right, on straight upstrokes on the left, on straight horizontals on the upper side, and on curved stems on the inside.

29. The circle is freely used between stems. When so used, the stems and medial circle must be written by a continuous movement of the pen or pencil. Between two straight stems which form an angle the circle is written outside the angle. Thus







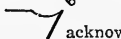

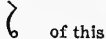
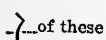
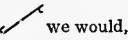

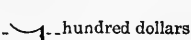
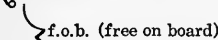
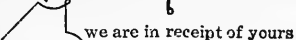
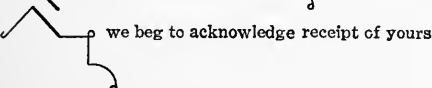






































When the circle is used medially, the vowels which precede *s* are placed alongside the first stem, and the vowels which succeed *s* are placed alongside the second stem, as in *nuisance*, *desk*, etc.

30. A medial or final circle may also indicate *z*. Initial *z* is represented by the stem. Thus

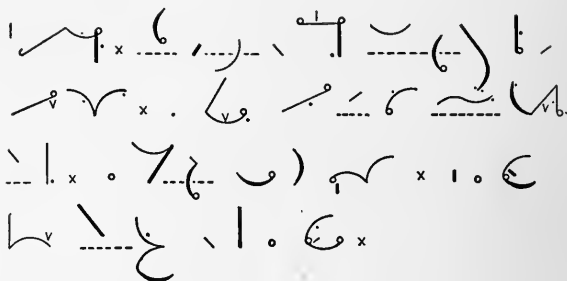
 business  amazing,  pace-pays,  gaze
 race-rays,  zeal,  czar,  zero,  zinc

15

 those,  this,  these,  several,  satisfactory
 yesterday,  acknowledge,  two-too,  of this
 of these  we would,  to be,  hundred dollars
 f.o.b. (free on board)  we are in receipt of yours
 we beg to acknowledge receipt of yours

 (a)                                   

(a) L is written downward before sn, sng or sv.



16

Messrs. Smith & Sons
Syracuse, N. Y.

Sirs:

We-beg-to-acknowledge-receipt-of-yours^a of November sixth. 2. We-shall ship by 'Albany boat tomorrow a small case of the calicoes in red and white effects. 3. If-you-can use much of-this, we-think we-can make-you a satisfactory rate on same. 4. We-beg-to-acknowledge-receipt also of-your two checks to pay bills of July seventh and tenth.

With sincere^b wishes^c

Adams & Johnson (78)

^aThe hyphen indicates that the connected words are to be phrased. ^bUse *ray* after *ns*. ^cThe circle may be added to abbreviations to show addition of *s*.

17

Messrs. Davis & Atkinson
Cincinnati, Ohio

Sirs:

Receipts of eggs this-month are low, and-if-you desire to-sell at-this-time we-would advise no delay.

2. We sold several cars to Long & Sons yesterday, and have reason to-think we can dispose of five or six cars tomorrow. 3. The cause of the rise is an unusual scarcity of eggs.

Yours sincerely

Ross & Jenkinson (67)

18

Messrs. Reiss & Winslow
Sandusky, Ohio

Sirs:

We-are-in-receipt-of-yours of the ninth. 2. We can only make the allowance of \$200 when the railroad acknowledges the damage to the silks. 3. We-have given them the usual notice, but they take sixty days in-which to decide. 4. In the absence of the bill of lading we-can-do nothing to hurry them. 5. The silks as you know were sold f. o. b. cars New-York-City, so we can allow no such charge on the bill. 6. We-shall do what we can to-get the allowance and shall advise you of anything new which may arise in the case.

Yours sincerely

Ayres & Smith (118)

19

Messrs. Lawson & Lessing
Salem, Mass.

Sirs:

We-wish to secure the sole agency of your house at Hudson. 2. We have extensive selling and warehouse facilities in this city and vicinity, and have reason to think we can make such an agency pay. 3. We solicit an early answer.

Sincerely

Moseley & Thomas (52)

20

Messrs. Samuel Lacy & Sons
New York City

Sirs:

We-are-in-receipt-of-yours of January eighth and invoice of same date. 2. As we wrote you in ours of the fourth, these desks are valueless to us at-this-time and-we-shall-have to-refuse them. 3. We-would ask-you to-remove them by Tuesday or Wednesday. 4. We sincerely hope this may cause you no undue annoyance, but the desks occupy too-much space in-our small office to allow us to-keep them beyond Wednesday.

Yours

Estey & Macy (94)

LOOPS

31. A loop about one third the length of a stem represents *st* or *zd*. A loop about two thirds the

length of a stem represents *str*. The loops are written on the circle side of a stem. Thus

cast, post-posed, castor, state, stem
 mast, master, raced-raised, dusts, dusters

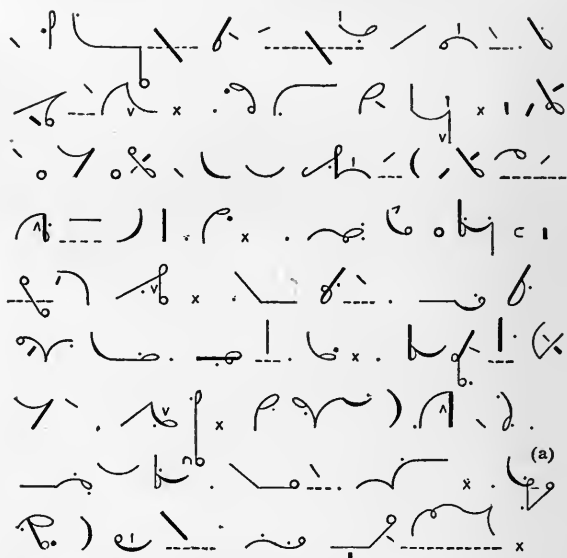
32. There must be a distinct angle between a loop and a succeeding stem. The *str* loop cannot be used initially. Thus

jesting, masterpiece, justify, sterling,

33. When *st* or *str* are the final consonants and a vowel follows, or if a vowel occurs between the letters of either of these combinations, the loops are not used. Thus

rust, rusty, must, musty, gust
 gusset, rest, receipt, faster, vestry

first, distinguished, speak, happy, much
 thank-ed, majesty, most, with best wishes
 last month, in stock



(a) R is written upward after two downstrokes.

THE ELM AND THE REED

A majestic elm, which stood on a steep bank, was forced out by the roots in a storm, and-as it was carried away, its boughs seized on some reeds which hung on the shore. 2. "How peculiar it is," said the elm, much dazed and vexed, "if-such a small and puny thing as a reed can stem the rage

of the storm, when I, the distinguished and stately master of this vast forest, who have stood like a stone at-least a century, should at-last be tossed out of the earth and into the lake." 3. A reed, in a voice of deepest sadness, said, "If I may dare to speak to your majesty, I-think it is caused by your haughty style. 4. You are sturdy and firm, and have always faced and stoutly opposed the monster storms which visit our wood. 5. We, who are just the opposite, know it is much wiser to bow to them. 6. We thus manage to survive, though at times exposed to the severest storms."

23

Messrs. Foster & Stokes

Worcester, Mass.

Sirs:

The two chests of mixed tea which appear in your invoice of August 1st are poor stock. 2. The tea is musty and moist as if exposed to the air a long time. 3. As we can use only the purest and best, we are forced to ship it back to-you today. 3. We duly paid this bill on the first of last-month, and would thank-you to ship two chests of your best stock on receipt of this via West Shore and Ulster & Delaware R. R. 4. We have now disposed of all the mixed tea we had in-stock, and have already* lost many sales. 5. Do you put up teas and coffees in small canisters? 6. Some of the best stores

*The abbreviation *all* may be used to indicate the prefix *all*.





in Winchester do an extensive business in-stock put up in this style, and we wish to-get our share if-we-can.

With-best-wishes








Yost & Baxter (156)

THE LARGE CIRCLE

34. A large initial circle represents *sw*. A large medial or final circle represents the syllable *ses* or *sez*. Thus

 sweet,  swing,  necessity,  races or raises






35. To represent the syllables *sis*, *cise*, etc. as in *emphasis*, *exercise*, etc., vowel signs may be placed within the large circle. Thus

 basis  exist,  emphasis,  exhaust,
 decisive,  emphasizes,  exercises

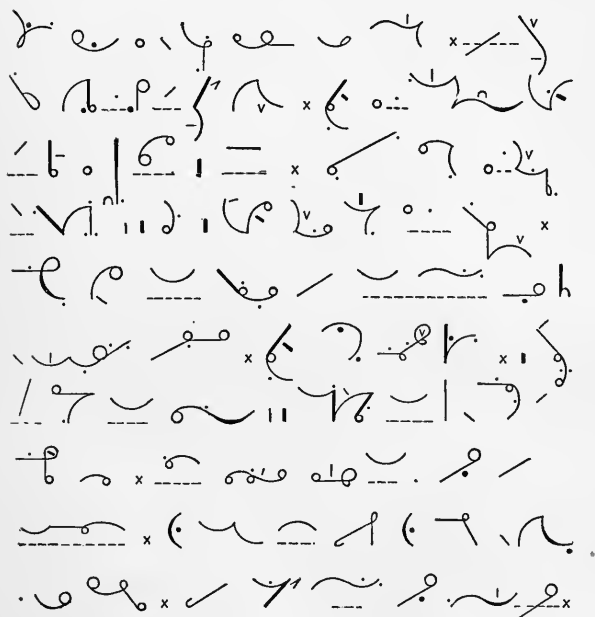
36. In initial *ses*, *sus*, etc. the stem is written first. The large circle is not used at the end of an outline to express a final accented syllable. Thus

 seizure,  society,  Cecil,  possess,  excess

37. *S*, when immediately preceded or succeeded by two vowels, is represented by the stem. Thus

 signs,  science.  joys,  joyous,  pious

themselves, ourselves, himself, mistake
 next-instant, expect-ed, unexpected-ly
 unexampled, esquire, year, because
 inform-ed February, San Francisco
 United States, as we think, as well as
 as soon as possible





Joseph Swan Esq.
Newark, Texas

Sir:

The leases of the two houses on Rochester avenue expire on February 1st next. 2. The lessees, Sweet & Sons, think the rate excessive, and you may have to reduce it to get them to renew. 3. Annual renewals, they inform us, are also unsatisfactory, and they may insist on leases of at least two years each. 4. If you wish us to do as we think best in this case, inform us as soon as possible of your desires. 5. We today paid the back taxes on the Whiteside avenue houses, and shall charge same to you in the usual way. 6. Repairs are now necessary on the fences of the several pieces in Dorchester. 7. Delay in answering our notices at this season of the year causes many unnecessary annoyances as well as some risk, and we hope to receive your answer by Monday next at the latest.

Yours sincerely

Swainson & Darcy (155)

Messrs. Ezra Macy & Sons
San Francisco
























Sirs:
























We beg to acknowledge receipt of your wire message of the 8th inst. in-which-you inform us of the seizure of the sixty casks of zinc. 2. We wish you would engage the services of counsel and take some decisive steps as soon as possible to have the seizure set aside. 3. The delay is unexpected, and causes us some uneasiness and annoyance, as failure to get the zinc to San Francisco by the first of next month may cause us heavy losses. 4. We shall expect your advices by wire as soon as possible as to the steps now necessary.

With best wishes (109)

ABBREVIATIONS CONTAINED IN PART I.

	at	(thank-ed
	it	(think
	out	(though
	had	(them
	do)	so
\	happy)	nse (noun)
\	put)	was
\	by-buy)	whose-use (verb)
\	be)	in-any
/	much)	owing-language
/	which)	thing
/	each)	me-my
/	large)	him-may
—	can)	your
—	come	—	year
—	go-ago	\	peculiar ity
—	give-n	L	dignity-fy-fied
✓	we	//	railroad
/	are	L	January
/	our-hour	Y	knowledge
/	high	Y	acknowledge
(if	Y	February
(have	L	esquire
)	shall-shalt	Y	majesty
—	wish	Y	especial-ly
—	usual-ly	Y	New York

	November-never
	anything
	nothing
	unusual-ly
	inform-ed
	speak
	satisfactory
	several
	those
	this
	these-thus
	himself
	because
	yesterday
	mistake
	expect-ed
	unexpected-ly
	unexampled
	most
	next-instant
	distinguish-ed
	themselves
	ourselves
	United States
	San Francisco
	I-eye

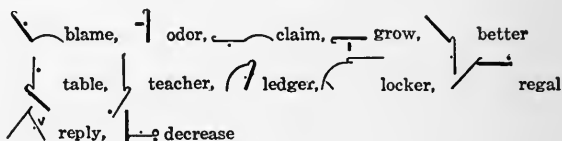
	beyond
	you
	how
	why
	with
	when
	what
	would
	as-has
	is-his
	first
	on
	but
	he
	of
	to
	all
	too-two
	and
	should
	a-an
	he
	altogether
	together
	new-knew
	now

PART TWO

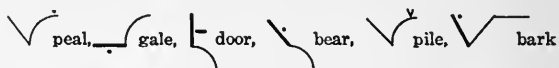
CHAPTER 3

L AND *R* HOOKS ON STRAIGHT STEMS

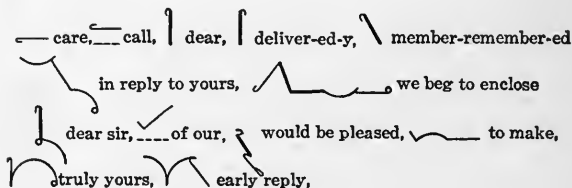
38. A small initial hook on the circle side of a straight stem represents *l*; on the side opposite *l*, it represents *r*. These hooks are sounded immediately after the stems on which they are written. Thus

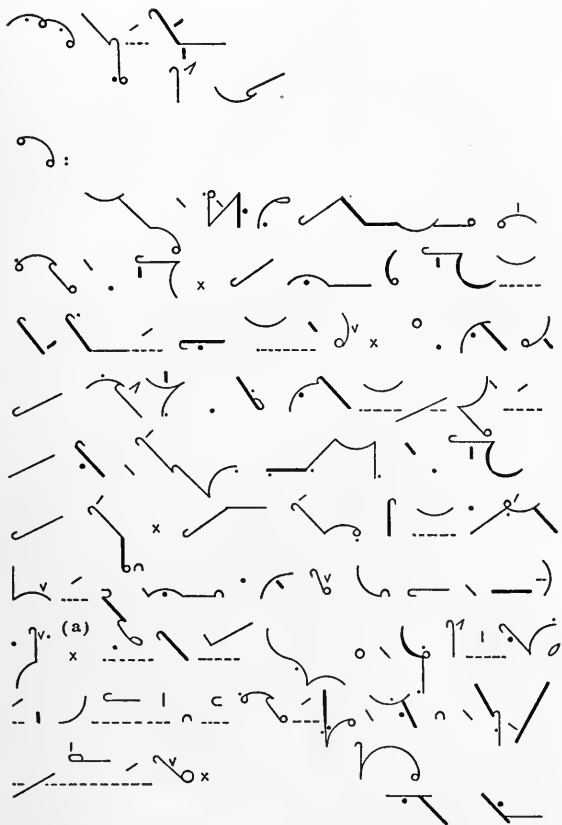


39. An initial hook is not employed when a distinct vowel appears immediately before *l* or *r*. Thus



The stems *R*, *W*, *Y*, and *H* are not hooked for *l* or *r*.





(a) The stem l is written downward when preceded by a straight downstroke and two vowels.

A coal black crow proudly sat on the branch of an apple tree. 2. A piece of cheese was in the mouth of the crow. 3. A crafty fox who came along meekly said, "How bright is your plumage, how pretty you are, and how nicely you must be able to sing. 4. If I had so precious a voice as yours I would sing all day long." 5. The crow, misled by this praise, took the trouble to utter a caw, and allowed the cheese to drop to the earth close to the fox, who-said, as he took it up, "The pride and vanity of some people makes-them foolish." (108)

Messrs. Parker & Briggs
Poughkeepsie, N. Y.

Sirs:

We desire to bring to your notice several high class fabrics and designs in table cloths which we are closing out at reduced prices. 2. Owing to a mistake of the makers, a large stock was unexpectedly placed with us to be disposed of below cost. 3. We enclose samples and prices, and would be pleased to receive a reply by Wednesday next if you care to use any of it.

Truly yours

Douglass & Trowbridge (83)

L AND *R* HOOKS ON CURVED STEMS

40. On curved stems *r* is indicated by a small initial hook, and *l* by a large initial hook. All hooks are written *inside* the curved stems. Thus

offer, fly, honor, author, athletic, shrewd
finer, final, leisure, trifle, approval

41. The combination *ngr* is also used to represent *nkr*. Thus

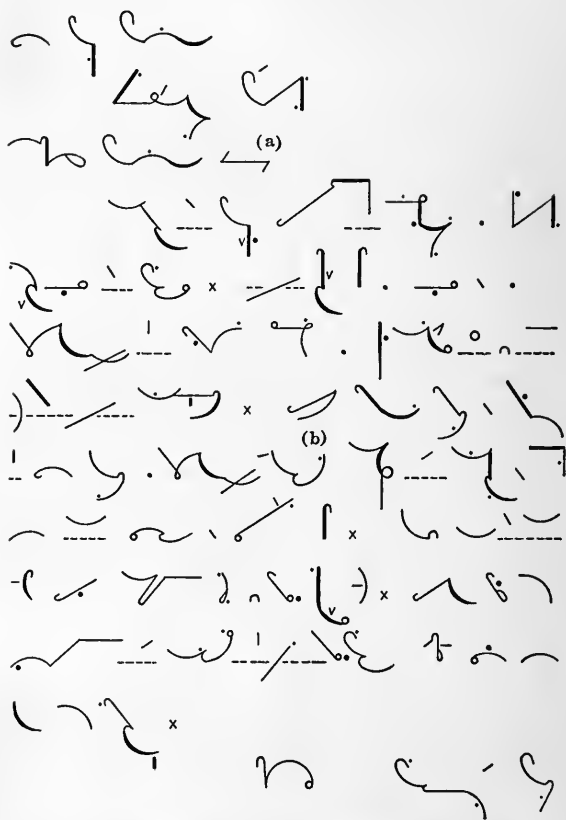
anger or anchor, banker or Bangor, finger, thinker

42. The phrase *of the* is implied when two stem words are brought unusually close to each other. Thus

lease of the property, voice of the people
growth of the business, date of the invoice

30

for, near, mere-Mr., mortgage, Doctor
belief-ve-d, investment, in reply to your favor
my dear Mr., we regret, and we for sale
first class, which we, thousand dollars
Pennsylvania R.R., some manner



(a) The shorthand dash. (b) Shl as in official, initial, etc. is written upward; shr as in pressure, etc. is written downward.

31

Dr. Jeffrey Hammersmith

100 Jefferson Ave., Nashville, Tenn.

Dear Sir:

We have for-sale a nice piece of property in the Bronx which-we-think favorably of as an investment. 2. The owner wishes to-leave New York, and would dispose-of-the-property at a reasonable price. 3. He asks \$8000, and would take back a mortgage for most of it at a low rate for five years. 4. The subway tunnel, which is near by, may make the property much more valuable in a few years. 5. Prices in the vicinity are increasing, and in some cases they are double what they-were a year ago. 6. The house has a large store suitable for a druggist or florist, and the upper floor may be of use for business purposes. 7. A final offer of \$7800 may enable us to close with the owner. 8. We-can propose nothing better as a first-class investment, and would advise you to look into it. 9. An early-reply is essential, as we-are afraid the owner may employ other brokers if-we delay in disposing-of-the-property.

Truly-yours

Frank O'Connell (186)

32

Mr. Elihu Marshall

Dover, Del.

My-dear-Mr. Marshall:

We were exceedingly pleased to receive your favor of the 4th inst., and shall endeavor to ship a case of the regular stock by Friday next. 2. The

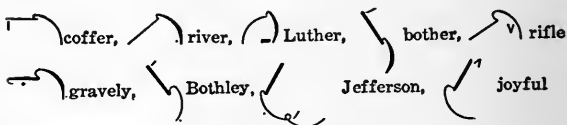
athletic suits and some of the smaller items which you call for are specialties which we never carry in stock. 3. We can, if you wish, make them up in four or five days, and should be pleased to do so if you wire us your approval.

Trusting to have the pleasure of receiving many similar favors, we are

Truly yours (97)

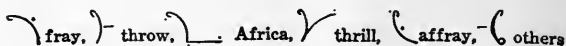
REVERSE FORMS OF *FR*, *FL*, ETC.

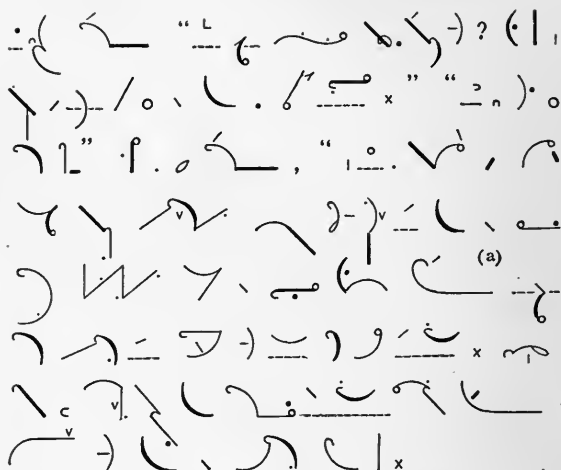
43. The stems which ordinarily represent *r* and *s*, when hooked initially represent additional, or reverse, forms of *fr*, *fl*, *thr*, and *thl*. These reverse forms are used after stems written toward the right. Thus



After a stem written toward the left the left form of *fr*, *fl*, etc. is employed as in *Jefferson*, etc.

44. *Fr* or *thr* may also be reversed *initially* in words beginning with *fr* or *thr*, and before stems written toward the right. When not joined to any stem, but preceded by a vowel, *fr* or *thr* is written toward the left. Thus





(a) Fl is not reversed at the beginning of an outline.

Guthrie Brothers

Silver Valley, N. Y.

Sirs:

I-am-very-sorry to inform-you I-shall have to cancel policy No. 45,678, for \$5,000, issued to Frost & Fletcher, on the frame house No. 23 Frazer avenue. 2. Their large stock of ether, camphor, sulphur, and benzine on the upper floors makes the premises highly inflammable. 3. I would freely take this risk at any other time, but we now carry as much of this style of-property as we care for.

From what I-can gather from bankers and others in-this-city, Mr. Frederick Hoover, No. 123

Luther Place, on which premises we carry several three year policies, has had trouble with the local savings-bank which has a mortgage on the property. 5. If foreclosure proceedings are brought, I wish you to cancel the Liverpool and Hanover policies.

Very-truly-yours

Frank Weaver (150)

CIRCLE ON *L* AND *R* HOOKS

47. The *s* circle may be joined to any hook. Thus

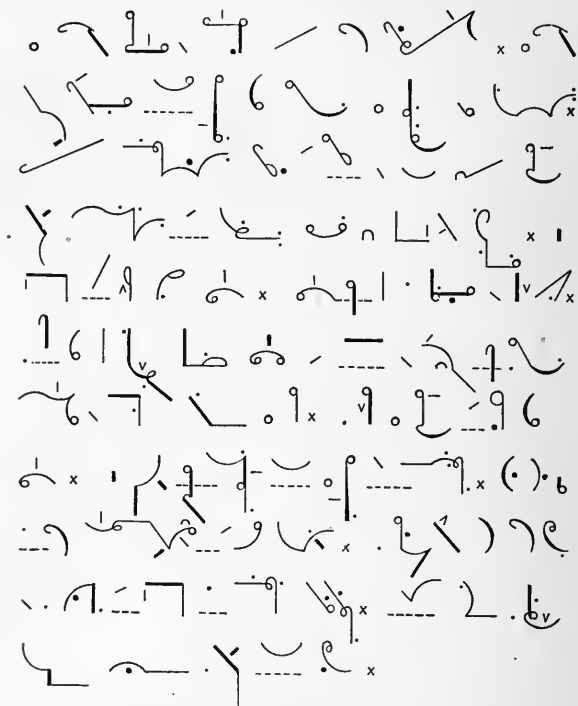
safer, civil, decipher, disclose, peaceful, settle, designer,

48. When the circle for *s* or *sw*, or the loop for *st*, is written on the *r* side of a straight stem, *r* is implied. Thus

set, setter, sweep, sweeper, stout, stouter, distress, prosper, corkscrew, disgrace, describe, extra, express, pastry

Between two stems which form an angle the hook must be shown to indicate *r*, as in *express*, *pastry*, etc.

surprise, strength, consider, remark-ed-more, remarkable-y, during, I will, if possible, in this place, yours truly, Adams Express Company



36

Messrs. Stryker & Sickles
Sterling, N. Y.

Sirs:

I-am extremely anxious to receive the ceiling supplies bought through your Mr. Somers in the early spring. 2. Please ship same to Amsterdam by Adams-Express-Co. and I will pay the extra

charges. 3. If-possible, get them off next Friday or sooner. 4. The ceiling strips may be of either spruce or cedar. 5. The summer season in-this-place lasts but a few months, and delay would possibly destroy my business for the months of July and August. 6. I-will consider it a favor if you get the supplies off in-time to-be serviceable to-me this month. 7. I shall settle for any loss you may suffer or any sacrifice you may make to do this. 8. Separate the supplies, or strike out several of the small items, if you can thereby hurry delivery.

Yours truly

Stetter & Staples (143)

37

An extremely foolish fowl, whose custom it was to separate from the flock and scratch for food in strange and out of the way places on the farm, was noticeably distressed and displeased when she struck a lustrous and valuable gem. 2. "What a remarkable streak of ill luck I have had to suffer in-this-place during the last few minutes," she said. 3. "Possibly some unscrupulous fellow thinks to surprise me with this worthless gem. 4. I would have the rascal deceiver know I consider such stones beneath the notice of any sensible fowl. 5. Why, I can strike a supply of sweeter and finer pebbles right on the surface." 6. So she spread wing and flew up into a tree to roost. 7. Never cast precious stones to swine. (127)

CHAPTER 4

N AND F HOOKS

49. A small final hook on a curved stem represents *n*. On a straight stem, a small final hook on the circle side represents *f* or *v*; on the side opposite *f* it represents *n*. Thus

(then,) machine, | deaf, \ pave, | den, / June
 — cove, — cone, } banish, | v define, / fireman, \ paving

50. When *n* or *f* is the last consonant and a vowel follows, the hook is not written. Medial *n* is in most cases better represented by the stem. Thus

\ fun, | funny, | dove, | defy, — cough, | cof-
 fee, | moan, | month, | ninth, | lunch
 | prominence

51. The word *the* may be indicated by a medial or final tick in the direction of *chay* or *ray*. Thus

— in the, | in the month, \ from the, / on the, / all the

38

| opinion, / general-ly, — mechanic-al, | destructive
 | probable-y-ility, | architect-ure-al, | nevertheless
 | become, — more than, | better than, / in charge
 — in our, | we are in receipt of your favor
 | respectfully yours

Mr. John Freeman

Brooklyn, N. Y.

Dear Sir:

On June ninth we shall open a branch office at the above address in Brooklyn to carry on a general business in stocks, cotton and grain.

2. Prices of securities have been down very low during the last seven months; but the activities of the last few days lead us to believe an effective advance is soon to arrive. 3. None of the destructive forces which usually frighten investors, and make them abandon possible purchases^a when prices are low, is likely to become a factor again for a long time. 4. There is no fear of tariff changes in the next four years, as business men, even if they disapprove of the tariff just now, are afraid of the effects of a change. 5. There are plenty of fine investments to be had at bargain prices, and we think it advisable to purchase now.






Respectfully yours

Thornley & Barton (160)

^aUse *R* hook in *purchase*.










CIRCLES ON *N* AND *F* HOOKS

52. The *s* circle may be joined to a final hook. Thus









 mains,  puffs,  caves,  nouns,  veins,

53. *N* is *implied* at the end of a word when a

circle or loop is written on the *n* side of a straight stem. Thus










 den,  dens or dense,  pens or pence,  instance
 instances,  instanced,  spinsters,  dances,  chanced

54. The *s* circle may be joined to a medial *n* hook. Thus

 winsome,  hansom,  lonesome,  pencil
 invincible,  sponsor,  density,  propensity












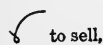




Medial *ns* is usually shown, however, by stem *n* and circle *s*, as in *invincible*, etc.

55. On curved stems the *n* hook and *s* circle represent *nz*, as in *mens*; and the stem *n* and *s* circle represent *ns*, as in *immense*. Thus

 mens,  immense,  fans,  fence,  lancer,
 silence,  excellence,  balance,  balloons

On the stem *l* the *n* hook and *s* circle may be used for either *nz* or *ns*, as in *balance*, *balloons*, etc.

40

 expensive,  circumstances,  advantage,  difficult
 difficulty,  practice-d-al-ly,  December,  at once
 in consequence,  in response,  less and less
 to sell,  very much,  faithfully yours,  yours
 faithfully  in advance

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41

Messrs. Vance & Crimmins
Clarence, Mich.

Sirs:

We-regret very-much the circumstances which caused the delay in-the delivery of the balance of the fence wire and-the half inch chains. 2. As you say your chances of disposing of the chains now are very-small, we shall at-once try every means to-sell them in some of the towns in your vicinity. 3. If your firm sustains any damage or expense in-consequence, please charge it against us in your next remittance. 4. Our foreman assigns as a reason for-the delay in-this-instance, the difficulty he had to-get-the bars of the proper size. 5. We have less-and-less call for iron these days, as it has practically no advantage over steel, is difficult to-get, and is more expensive. 6. With assurances of our regret at-the offence, we remain

Yours faithfully

Higgins & Barnes (147)

42

Messrs. Jenkins & Graves
Johnstown, N. Y.

Sirs:

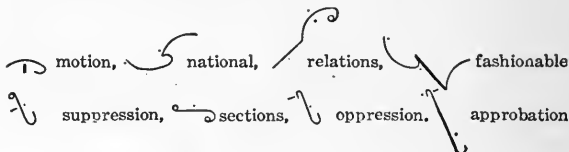
In response to your favor of yesterday, we beg to say the case of men's gloves was delivered to the Ogdensburg Transit-Co. several days ago. 2. We were able to ship all sizes but the nines and tens.

3. We expect to get the balance of the gloves off tomorrow. 4. The references you gave were satisfactory, and we trust the excellence of our several lines, together with our low prices, may bring us a very much more extensive business from you.

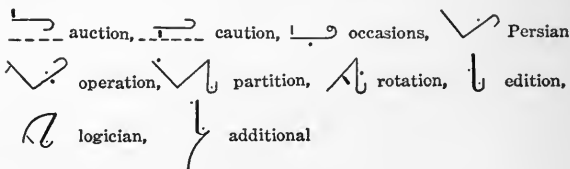
Faithfully yours (91)

THE SHUN HOOK

56. A large final hook represents the syllable *shun*. On curved stems it is written on the inside, and on straight stems it is written on the side opposite any initial circle or hook. Thus



57. On a straight stem which does not commence with a circle or hook, the *shun* hook is written on the side opposite the last vowel. But on *t*, *d* or *j*, without an initial circle or hook, the *shun* hook is written on the right side only. Thus



58. The stems *k* and *g*, when preceded by *f*, *v*, or *lee*, and succeeded by *shun*, are balanced as follows.

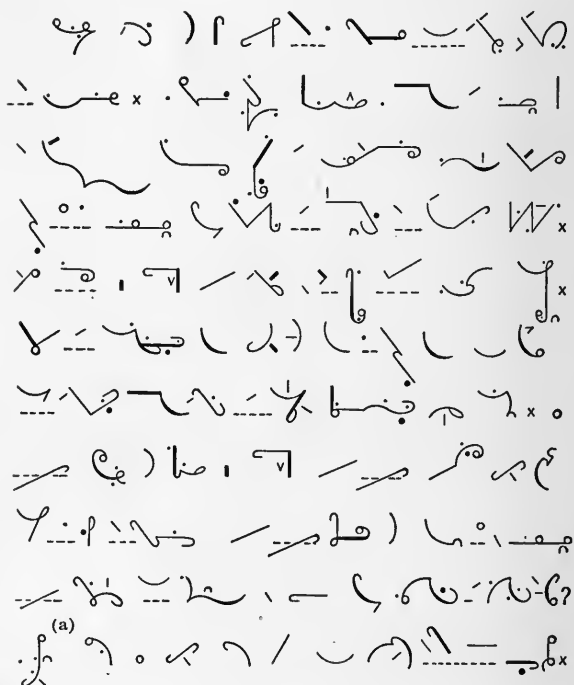
navigation, fiction, vocation, selection,

59. The termination *session* is written as follows

possession, possessions, accession, accessions
sensational, position, musician, transitional

When a third place vowel occurs between *s* and *shun*, as in *position* and *musician*, a dot is usually placed inside the hook effect of the *session* termination. When no dot is written, a second place vowel is understood, as in *possession*.

construction, production, transgression, observation,
information, satisfaction, pleasure
govern-ed-ment, our own, we beg to call
your attention, member of congress, steamship company
electric-al, this week, liberty



(a) When two vowels immediately precede shun, the large hook is not employed.

44

National Navigation & Steamship Co.

Construction Division, Kings Bridge Station, N. Y.

Sirs:

We-beg-to-call-your-attention to our exceptional productions of electrical engines and dynamos suitable for exportation. 2. We are in a position to make installations, additions, alterations and repairs, and in the execution of any commissions you may favor us with we can guarantee satisfaction. 3. We are in a situation to make up and supply missing portions of machinery, and we make a specialty of the transition from steam to electric power so as to cause no loss of time in operation. 4. One of our electricians is always at your disposal to assist in the selection of machines or the preparation of plans and specifications. 7. We should take pleasure in giving you any information or explanations you may desire, and we solicit an investigation of our stock and facilities.

Respectfully yours (143)

45

Mr. John W. Robinson

50 Division avenue, Brooklyn, N. Y.

Dear Sir:

I-regret exceedingly to have to inform-you of the rejection by-one of our best customers of a portion of the fancy stationery boxes delivered by you this-week. 2. It appears exception was taken to the faulty construction of the cover. 3. On ex-

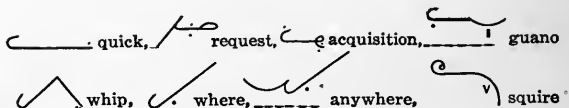
amination of the stock we believe you-will agree there is considerable justification for-this-action. 4. The copy of specification in-our possession calls for "imitation cloth finish, cover of extra heavy stock." 5. The boxes you delivered have a plain white finish, and the selection of stock in the cover is very poor. 6. Our obligations to this same firm call for delivery by the first of November. 7. Please make preparations to get all the stock, or a big portion of it, out at-once, as delay may cause much friction and possible damage. 8. Please-inform-us what disposition you wish to make of the boxes now in-our possession.

Yours truly (165)

CHAPTER 5

ADDITIONAL DOUBLE CONSONANTS

60. The combinations *kw*, *gw* and *wh* are indicated by prefixing a large hook on the circle side of *k*, *g* and *w*. Thus

 quick, request, acquisition, guano
 whip, where, anywhere, squire

61. The combination *wl* is indicated by prefixing a small hook to *lee*; *whl* is indicated by prefixing

a large hook to *lee*; *mp* (or *mb*) is indicated by thickened *m*. Thus

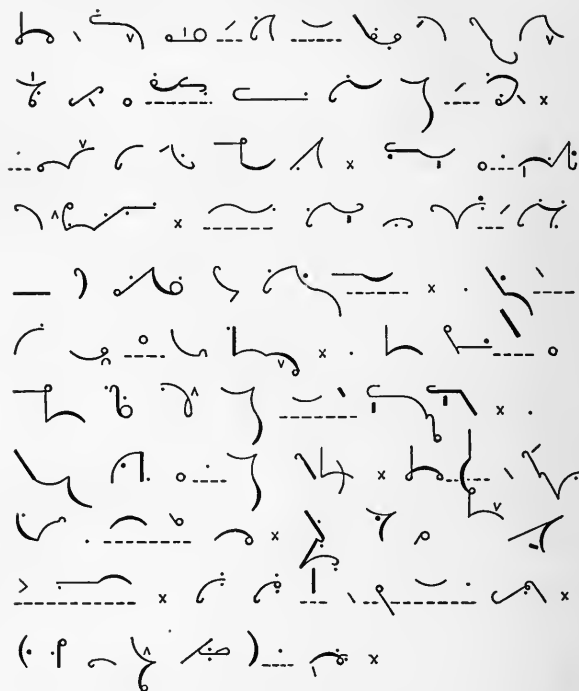
wail, whale, wile, while, meanwhile,
 pump, camp, emboss, imposition, lumber

62. The syllables *ler* and *rer* may be indicated by thickening *downstroke l* and *downstroke r*. Thus

fowl, Fowler, rule, ruler, admire
 admirers, bear, bearer, tail, tailor

The stems *ler* and *rer* result from thickening the downstrokes *l* and *r*, and they may be employed only where the downstrokes *l* and *r* may be written.

whether, will, while, improve-d-ment im-
 portant-ce, impossible, temperance, extemporaneous
 kingdom, professional, singular, enthusi-
 ast-ic-ism, extinguish-ed, benevolent-ce, it is
 impossible temperance society



Christopher Columbus sought the assistance of the queen of Spain to equip the necessary vessels.

2. His singular scheme of a new route to the Indies, and the riches and importance which would ensue to the empire if he were successful, took the fancy of the benevolent queen and she promised the enthusiastic scholar a quick answer to his re-

quest. 3. She laid the proposition before some of the wise men of the kingdom for investigation, but many of them began to laugh and whisper among themselves at the queer plan. 4. The earth was square, they said, and such a thing impossible. 5. Time passed, and Columbus was unable to learn whether the queen's decision was favorable or otherwise. 6. He became poorer and poorer meanwhile, and his enthusiasm was practically extinguished. 7. Finally, when he had gone from the city in disgust, he was overtaken by the bearer of the important message from the queen. 8. He hurried back to take charge of the embarkation of his three small ships, and in a few months was able to set out from the wharves of Palos on the voyage which was to imperil and embitter his life, and win for him the applause and admiration of all civilization.

(202)

48

Messrs. Wheeler & Wharton

Columbus, O.

Sirs:

We beg to acknowledge receipt of your requisition of the 4th inst. for sixteen rolls of wall-paper No. 28. 2. We regret to inform you it-is-impossible for us to ship at once the style you-request, as-we-have none in stock, and-there-is-none to be had anywhere in this city. 3. The bearer will deliver to you a sample of our No. 45, a new design in square effects, which we trust you will be able to use in place of the other.

Yours truly

(97)

TICK AND DOT FOR *H*

63. Initial *h*, before the stems *s*, *m*, *l* and *r*, is indicated by a tick written in the direction of *chay*. This tick may also be used initially on an *l* or *r* hook. Thus

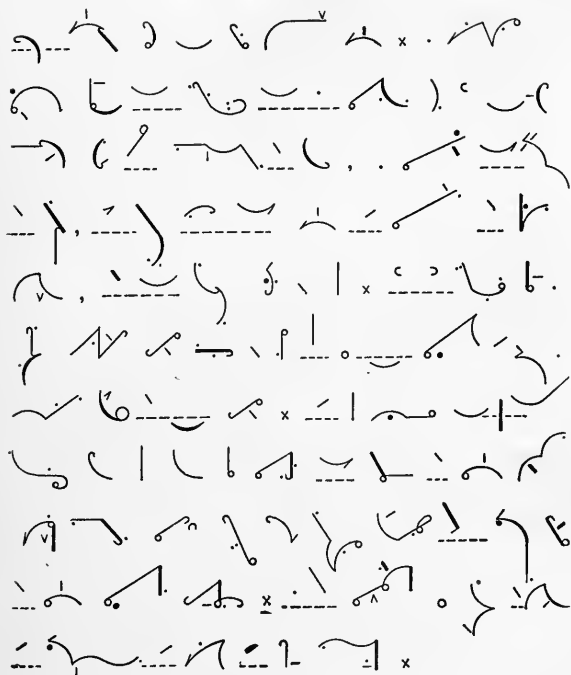
hose, hem, hemp, hail, hear, nitherto
Henry, hobble

64. Medial *h* is indicated by a dot when an awkward outline would result from the use of the stem. Thus

perhaps, apprehension, manhood, handy
happily, unhealthy

The dot *h* may also be used initially in a few cases, as in *handy*, etc.

heaven, however, different-*ce*, signify-*ied-icant*
own, down, obscurity, subject, novelty
you were, last week, to hear, with reference
to, in reference to the we hope you will be



Mr. Henry Hamilton

Hillsboro, N. H.

My dear Mr. Hamilton:

When you were here last-week, Mr. Hayes spoke to you with-reference-to-the case of gingham sold to Hess & Hollister at Hudson. 2. You have perhaps forgotten the subject, so we hasten to call your-attention to it again. 3. They claim the gingham

is different from sample, and-they-are unable to-sell even half of it as first-class stock. 4. If you happen to-be in their neighborhood next-week, and it is handy for you to-do-so, perhaps it may do no harm to stop in at this house and look the cloth over.

5. In-reference-to-the new pricelist which Mr. Haney will mail to you this-week, the only significant differences are on the number six mohair cloth and the house robes.

6. We-hope-you-will-be home in-time for the holidays, and with-best-wishes, remain

Faithfully yours

Harrington & Hayden (159)

51

Mr. Henry Hilton

Manhattan Junction, N. Y.





















































Dear Sir:
















In reply to your favor of the 10th inst. we hasten to mail you sample copy of the latest issue of "Household Helps." 2. Our special holiday number offers makers and wholesalers an especially attractive means of bringing novelties in household wares to the notice of high class buyers in populous neighborhoods in New Hampshire, Massachusetts, etc. 3. We would be pleased to-hear from you again, and remain
















Yours sincerely

Henry Harper & Sons (83)

ABBREVIATIONS CONTAINED IN PART II.

















































	different-ce		member-remember-ed
	half		number-ed
	own		belief-ve-d
	become		for
	novelty		from
	nevertheless		over
	benevolent-ce		very
	architect-ure-al		however
	govern-ed-ment		sure
	kingdom		pleasure
	electric-al		their-there
	enthusiast-ic-ism		more-remark-ed
	special-ly		remarkable-y
	obscurity		mere-Mr.
	observation		near
	extinguish-ed		practice-d-al-ly
	investment		probable-y-ility
	December		mortgage-d
	selfish-ness		strength
	call		consider
	care		surprise
	doctor		surprised
	dear		general-ly
	during		advantage
	deliver-y-ed		difficult
	liberty		difficulty

	heaven
	opinion
	mechanic-al-ly
	expensive
	circumstance
	circumstances
	information
	professional
	consideration
	destructive
	destruction
	productive
	production
	subject
	subjective

	subjection
	transgress
	transgression
	signify-ied-icant
	significance
	signification
	satisfaction
	will
	while
	whether
	important-ce
	improve-d-ment
	impossible
	temperance
	extemporaneous

SPECIAL PHRASES CONTAINED IN PARTS I. AND II.

A combination of words in which any word is not written in its original form, or in which all the consonants are not written, is known as a SPECIAL PHRASE.











	to be		some manner
	which we		in consequence
	this week		in response
	last week		our own
	next week		more than
	last month		better than
	with reference to		you were
	in reference to the		if he were
	in stock		we would
	if possible		I will
	hundred dollars		you will be
	thousand dollars		we hope you will be
	as we think		f. o. b. (free on board)
	as well as		My dear Mr. early reply
	as soon as possible		in reply to yours
	in this city		in reply to your favor
	Adams Express Co.		we beg to acknowledge receipt of yours
	steamship company		we are in receipt of yours
	savings bank		we are in receipt of your favor
	we beg to call your attention		respectfully yours
	Pennsylvania R.R.		faithfully yours
	member of congress		yours faithfully
	first class		with best wishes
	for sale		
	they are		

PART THREE.





CHAPTER 6

HALVING





65. Either *t* or *d* may be added to a stem by halving. Thus

 men,  meant or mend,  mends,  paint or pained
 paints,  vent or vend,  credit,  crowded
 current,  curved

66. In a monosyllable *having no final hook*, a *light* stem is halved for the addition of *t* only, and a *heavy* stem is halved for the addition of *d* only. Thus

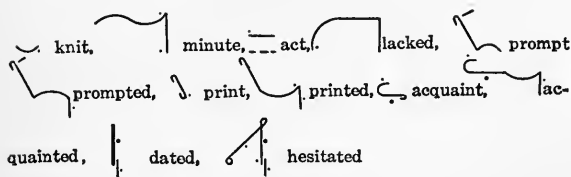
 taught,  tight, |. deed, |. debt,  plate,  played

67. When *t* or *d* is the last consonant and a vowel follows, the halving rule is not employed. Thus

 Kate,  Katy, \ pet, \ petty,  plant,  plenty

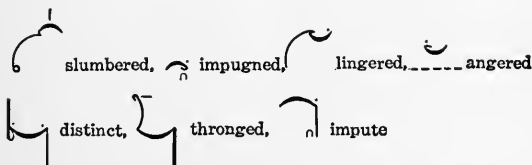
68. A halved stem is joined to another stem only when a distinct angle is formed between. If no angle will result from the joining, *t* and *d* are

shown by their stems. The final syllables *ted* and *ded* are usually represented by halved *t* and *d*. Thus



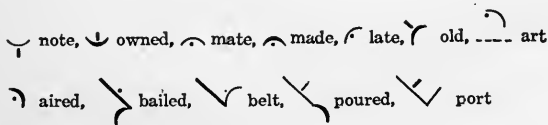
After the stems *t* and *d*, the syllables *ted* and *ded* may be represented by a detached halved stem, as in *dated* and *hesitated*.

69. The stems *ing* and *mp* when hooked may be halved for the addition of *d*. *Ler* and *rer* are not halved. Thus















When not hooked, *mp* and *ing* are not halved, as in *thronged*, *impute*, etc.
























70. *D* may be added by halving and thickening *n*, *m*, down *l* and down *r*, when these stems are not hooked. Thus

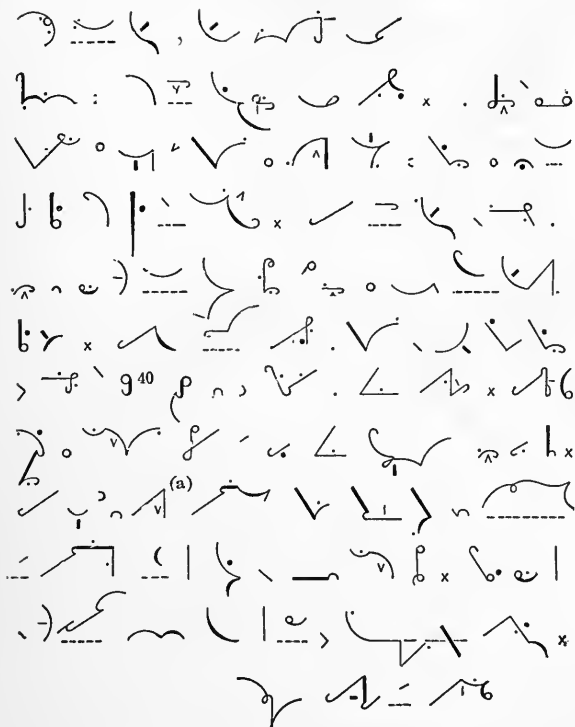


Lt and *rt*, as in *melt* and *port*, are written upward; *ld* and *rd*, as in *mailed* and *poured*, are written downward.

71. When a vowel appears between *l* and *d*, or between *r* and *d*, the stem *d* is employed. The suffixes *ward* and *yard* are represented by halved *w* and *y*. Thus

 ailed,  laid,  fold,  followed,  poured
 parade,  upright,  write,  rent,  raft,
 forward,  backward

 could,  after,  that,  without,  under,  called
 according-to,  particular,  opportunity,  trade
 cannot,  gentlemen,  appointment,  immediately
 interest,  are not,  did not,  as we did not think
 hundred pounds,  to a great extent,  we beg to quote
 medical department,  best of your ability



(a) Halved ray is not employed when r and t are the only consonants in a word.

Messrs. Fields & Richards
Newport, R. I.

Gentlemen:

We have mailed to you tonight under separate cover our illustrated catalogue of metal goods.

2. We can forward promptly any article^a mentioned in our booklet. 3. The prices quoted are for delivery at Newport, or f. o. b. cars New York with a freight allowance of sixteen cents per hundred-pounds; net sixty days or subject to a discount of two percent for cash in ten-days. 4. If after a trial you-are-not satisfied, our goods can be returned and money will be refunded or credited to-your-account. 5. We are particular never to disappoint our customers, and hope that-we-may soon have the opportunity to do business with you.

Respectfully yours

Martin & Whitney (125)

54

Mr. Robert Wainwright
Clinton, Ky.

Dear Sir:

We have repeatedly called your attention to our new four percent policy and guaranteed bond; but regret that we have evidently failed to interest you. 2. This joint policy and bond not-only gives the insured the benefit of first class protection for those dependent on him for support, but enables him to put aside at an excellent rate of interest a handsome fund against want in old age. 3. If you have hesitated to take out our insurance in the past, it was no-doubt because you lacked the right kind of

^aUse halved *ray* in *article*. A word is written in the first position if its principal vowel is first place, and its outline consists only of halved stems, or of horizontals and halved stems,

information on-the-subject. 4. I have no doubt that in your present excellent health you could without difficulty pass the examination of our medical-department. 5. This would indicate that-you-should protect yourself and family without loss of time, as your health may so change at any moment as to make it impossible for you to-take advantage of an opportunity of-this-kind. 6. The enclosed card filled out and forwarded to this office will immediately bring full particulars. 7. Will-you-kindly make-an-appointment to meet me?

Respectfully yours

Edward Gladstone (190)

55

Messrs. Valentine & Woodward
Atlantic City, N. J.

Gentlemen:

We send you, by this mail, illustrated booklet of Sandford's Colored Anatomical Charts, on which charts we-beg-to-quote-you a discount of 15% in quantities of three or more, provided that you agree to-sell them without deduction or allowance of any kind from list price.

We-think-you-will-find it profitable to carry these charts in stock, and to push them to the best-of-your-ability among-the-trade. 3. They are already favorably known to-a-great-extent among the physicians in your immediate territory.

We enclose a special leaflet, which we will make in quantity, with your name imprinted, free of charge, for general distribution.

Trusting to-receive a prompt-reply, we remain

Respectfully yours (129)

LENGTHENING

71. A curved stem is written twice its usual length for the addition of *tr*, *dr*, *thr* or *ture*. Thus

scene, center or sender, men, mentor or
 mender, orders, disaster, father, mothers or
 mutters, futures, ---asunder, ---thunder.

Lengthened *ith* and *s* are in the third position only, as in *thunder* and *asunder*.

72. Initial *l*, not hooked finally, is lengthened for *tr* only. Thus

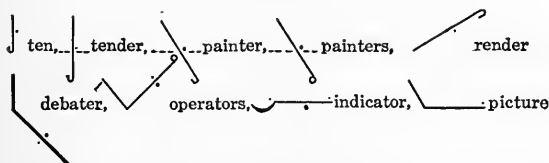
letter, louder, leather, lender, folders

73. *Mp* and *ing* are lengthened for *r* only. Thus

ember, temper, longer, clamber, lingered

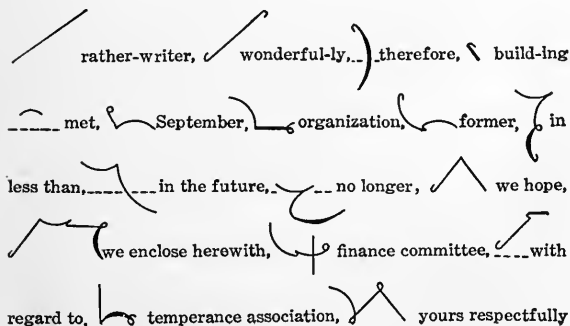
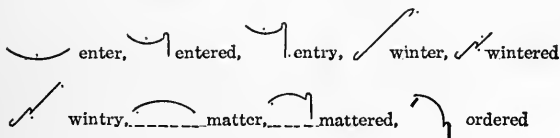
In verbs, lengthened *ing* and *mp* are not employed, as in *lingered*.

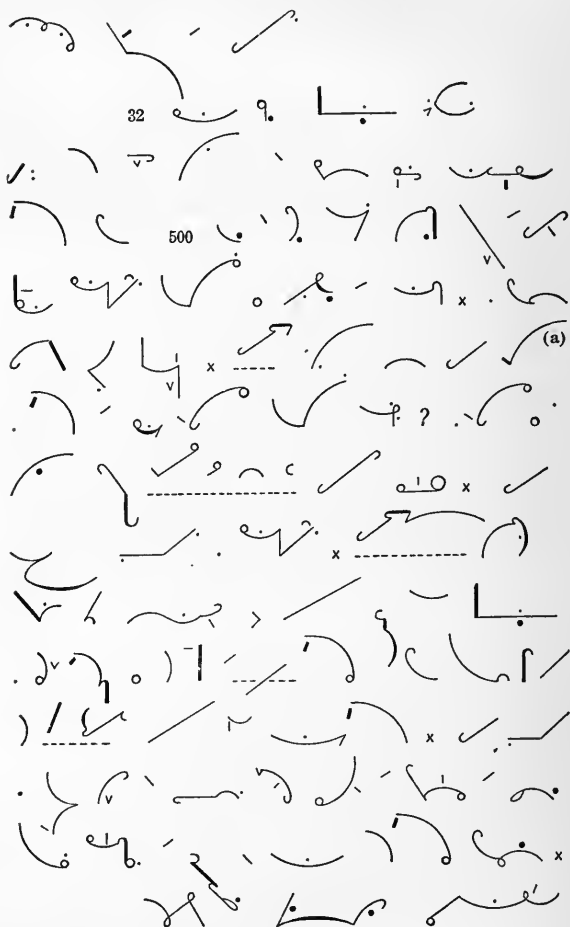
74. A straight stem, hooked finally or preceded by another stem, may be lengthened for *tr*, etc. Thus



Lengthened straight downstrokes are in the third position only, as in *tender* and *painter*.

75. A lengthened stem is not used in writing the past tense of a verb, or when a vowel immediately follows *tr*, etc. Thus





(a) The vowel aw is prefixed in alter.

57

Messrs. Hunter & Chambers

15 Rector street, New York City

Gentlemen:

We-enclose-here-with certified check for \$300, made to your order, which-we tender you in full settlement of-your-account. 2. The builder could no-longer wait for you to make the necessary changes in the elevator shaft of the temperance-association building in Yonkers, and has engaged Humber & Walters to finish the place. 3. Your painters left the entrance of the building in great disorder, and we-are-obliged to-render-the enclosed bill for the damage and expense occasioned thereby. 4. Our agreement with the finance-committee of the organization requires us to have the repairs finished this-winter, and your delay in-the-matter has greatly hindered us. 5. In-the-future, and at-least during the remainder of the term of our agreement, we-hope to encounter less trouble from you in-these-matters, or we shall feel obliged to enter into arrangements with another house for-this-class of repairs.

Yours respectfully

Bender & Featherson (171)

Mr. Alexander Felter

50 Astor Place, N. Y. City

Dear Sir:

We take pleasure in bringing to your notice the new four cylinder Werner-Sutherland motor car, illustrated in the folder which we enclose herewith. 2. The life centre of this car is our new model gasoline engine. 3. We have been inventors and builders of this type of engine for a quarter of a century and have filled thousands of orders. 4. We therefore know not only what to build in an engine, but what not to build as well.

It will no longer be necessary for the operator of a motor car to depend on so-called gravity distributors, as, in the future, all our cars will be fitted with our patent lubricator which automatically places the oil on all parts in the exact quantities required.

A feature of our car is the new speed indicator and regulator, which registers speed and distance with wonderful accuracy.

Another new and valuable feature in the later models of the Sutherland is the leather hood. 8. It weighs but a few pounds and can be attached or detached in less than a minute.

We enclose herewith our new art calendar, with pictures of our motor car in the recent Vanderbilt cup race, and tender you a hearty invitation to call to see our car and talk the matter over with us.

Yours respectfully (228)

CHAPTER 7

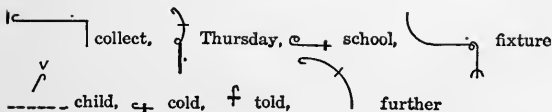
SPECIAL VOWELS

76. In order to secure a briefer or more convenient outline, an initially hooked stem may sometimes be used even though a distinct vowel sound occurs immediately before *l* or *r*.

A *dot* vowel sound thus occurring between a stem and an initial hook is indicated by a small circle placed alongside the stem in the usual vowel position. When it is necessary to distinguish between the heavy and the light vowels, the circle may be placed before the stem to indicate a heavy vowel, and after the stem to indicate a light vowel. Thus

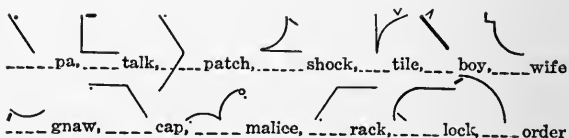


77. To indicate that a dash vowel or diphthong is to be sounded immediately before an *l* or *r* hook, the vowel or diphthong sign is written across the stem or, if more convenient, at the end of the stem. Thus



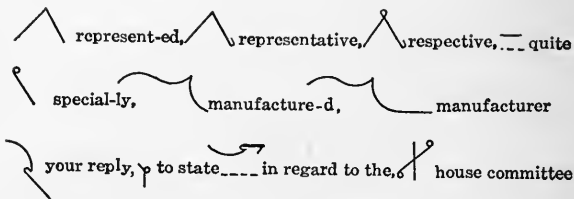
In monosyllables containing special vowels either *t* or *d* may be added by halving, as in *child*, *cold*, etc.

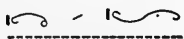
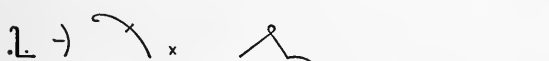
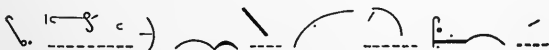
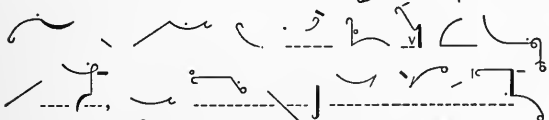
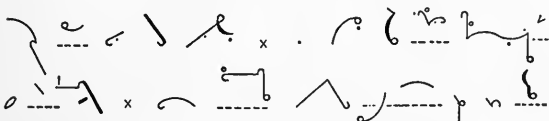
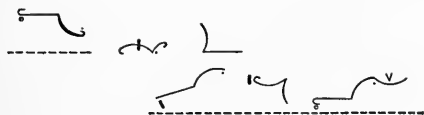
78. The first stem of an outline is written *above the line* when the accented vowel of the word is *first place*. Outlines so written are in the *first position*. Thus



In a first position word, an initial horizontal may be raised or lowered to permit a succeeding downstroke or upstroke to retain the first position, as in *cap* and *malice*.

Words in which *i*, *oi* or *wi* are accented, are written in the first position, as in *boy*, *wife*, etc.





George H. Durham Esq.

Chairman of House Committee

54 Third street, Jersey City, N. J.

Dear Sir:

In-response to your telegram of Thursday, we desire to-state that we can furnish the chairs you require in golden oak finish, mahogany veneer or plain varnish, at the discount and terms quoted in our letter of the 3d inst. 2. The same figures will apply on any chairs in any finish. 3. We wish to call attention, however, to the fact that-there-is very-little call for the weathered oak finish in school furniture, and it will take fully thirty days to manufacture and forward chairs made up in this special style.

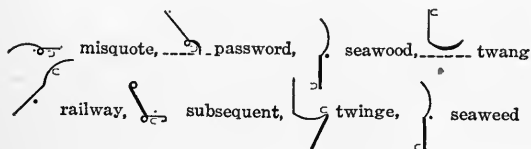
With your permission, Mr. Childs, one of our partners, who represents us in your locality, will call on you next Thursday, and cheerfully furnish you with further particulars. 5. If, perhaps, you cannot wait until then, please telegraph us "collect," and we will direct Mr. Childs to make a special effort to see you before that time. 6. We are manufacturers of quite an extensive line of furniture and fixtures for churches, schools, colleges, and corporations, and can furnish goods at short notice direct from our respective factories. 7. We feel sure that we can please you, and solicit a trial order.

Respectfully yours

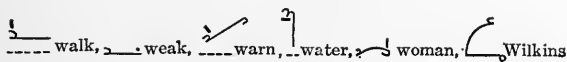
Goldsmith & Whitmore (215)

W AND Y DIPHTHONGS

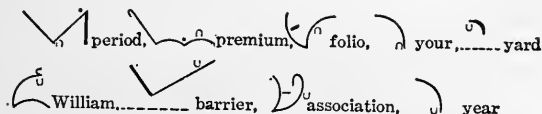
79. A diphthong consisting of *w* and a succeeding vowel is indicated by a small *upright* semicircle written in the position of the vowel. A diphthong consisting of *w* and a succeeding *dash* vowel is written towards the right, as in the abbreviation *would*. A diphthong consisting of *w* and a succeeding *dot* vowel is written towards the left, as in the abbreviation *when*. Thus



80. A small upright semicircle may in some cases be prefixed for *w*. Thus



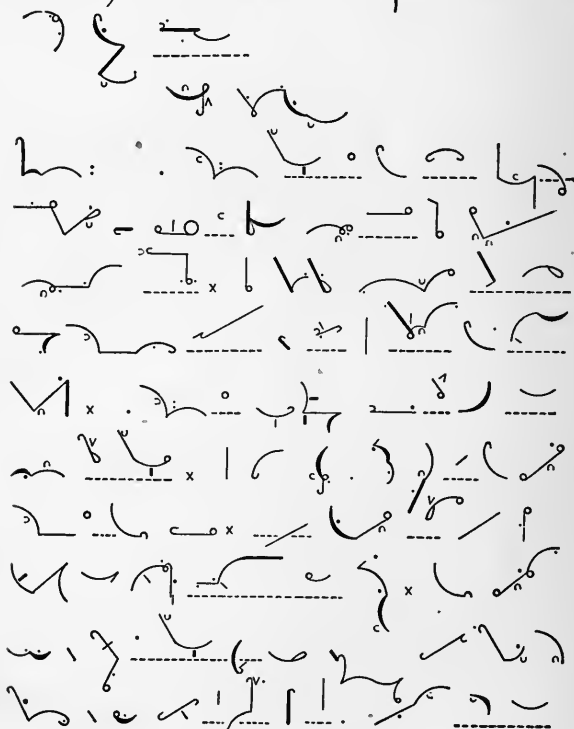
81. A diphthong consisting of *y* and a succeeding vowel is indicated by a small *horizontal* semicircle written in the position of the vowel. When a *dash* vowel follows *y*, the upper semicircle is written, as in *you*. When a *dot* vowel follows *y*, the lower semicircle is used. Thus

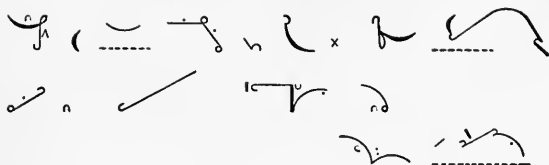


1 trade, — establish-ed-ment, — equal-ly, — whatever

— young, — within, — character, — hand, — unan-

imous-ity, — two or three, — able to, — your esteemed favor





Mr. William Wilson
Washington, D. C.

Dear Sir:

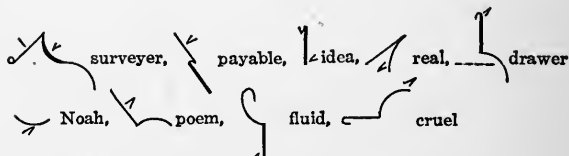
Your-esteemed-favor of the 30th ultimo is at hand. 2. In-reply we desire to state that we handle a superior quality of children's gloves and hosiery of our own and various other makes. 3. Mr. George Waters, our eastern representative, is frequently in Washington, and we shall at once send him word to call on you. 4. Within two-or-three weeks we expect to get out an entirely new line of goods, and just as-soon-as-these are out of the work-rooms we shall forward pricelists and samples 5. We have been manufacturers of children's hosiery for more than twenty years, and have established a reputation inferior to none. 6. Our "Premium" and "Champion" brands of gloves for young people have scored a glorious, brilliant, and unanimous success with practically the entire trade. 7. We thank you for your inquiry, and trust that pleasant business associations may result.

Cordially yours

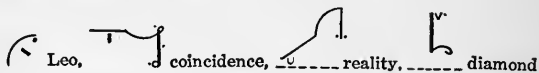
Warren & Weekes (160)

DISSYLLABIC DIPHTHONGS

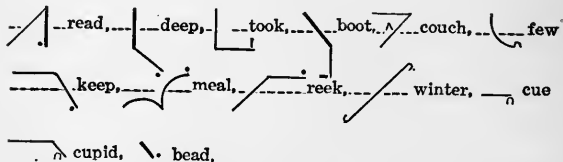
82. A diphthong of two syllables, beginning with a long vowel and ending with an *unaccented short* vowel, is indicated by a small angular effect written in the position of the first vowel of the combination. When the diphthong begins with a *dot* vowel sound, the angle is at the bottom. When the diphthong commences with a *dash* vowel sound, the angle is at the top. Thus



83. When the second vowel of a diphthong is *heavy* or *accented*, or when the first sound is other than that of a heavy vowel, the dissyllabic characters are not employed. Thus



84. The first stem of an outline is written *through the line* when the accented vowel of the word is *third place*. Outlines written through the line are in the *third position*. Thus



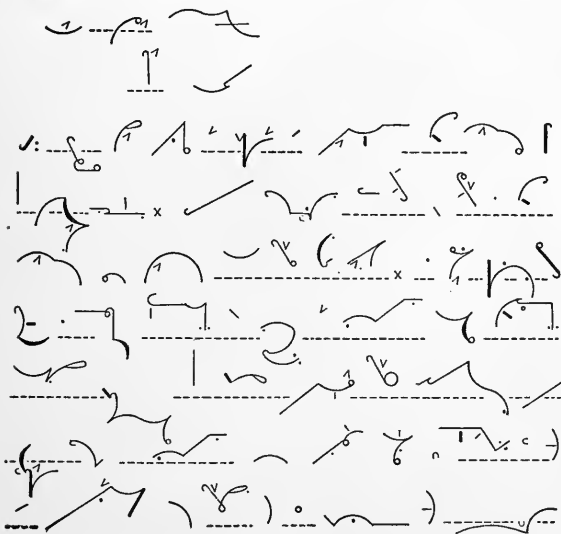
Words in which *ow* and *u* are accented are written in the third position, as in *couch* and *few*.

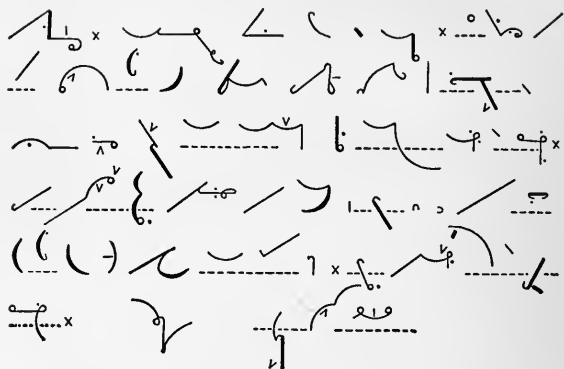
An initial horizontal is raised or lowered to permit a succeeding downstroke or upstroke to be placed in position.

Horizontal and halved stems have no third position, as in *cue* and *bead*.

63

extraordinary, public-sh-ed, publication,
somewhat, subscription, relinquish-ed please
quote us, manufacturing company, enclosed
please find





Leo Lowell Esq.

Indianapolis, Ind.

Dear Sir:

Coincident with the publication by our European house of the limited edition of "Druid Deities" by Theodore Brewer, for-which-we-have your subscription, our St. Louis house will publish on the first of November a special two volume edition of "Ideals of British Poetry" by Prof. Leon Ewell. 2. The binding of this latter work is made to coincide in every detail with the former publication, and the owner of one should certainly possess the other. 3. The cost of the set is twenty dollars, payable in such instalments as may be agreeable to you. 4. The edition is an extraordinary one and will, no doubt, be quickly exhausted. 5. We would ask the bestowal of a few minutes of your time on

the enclosed pamphlet, showing opinions of distinguished critics and librarians.

Yours truly

Bayard & Owens (142)

CHAPTER 8

PREFIXES FOR *CON*, *COM*, ETC.





85. The syllables *con*, *com*, *cum* and *cog* may be indicated by bringing two stems or two stem words unusually close to each other. Thus




this contains, in connection, their complaint
 encumber, recognize






86. At the beginning of a line or sentence, or after a tick or dot abbreviation, or in any case where it is inconvenient or impossible to represent such syllables by proximity, *con* and *com* are shown by a dot placed at the beginning of a stem, and *cum* and *cog* are shown by stems. Thus


committee, condition, complain, contract
 cognate, cumbersome, statement of
the contents, conquer, commission

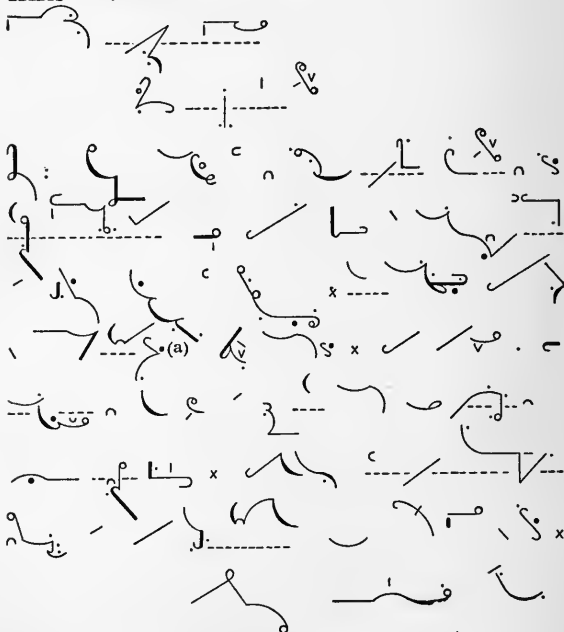
In some cases *con* and *com* are written in full, as in *conquer* and *commission*.

 inconsistent,  defective,  description,  liberty

 efficient-cy-ly,  domestic,  intelligence

 interested,  we take the liberty,  would be
considered,  as we have,  under the circumstances

 that you will



(a) Down l is used in completely.

66

Messrs. Content & Co.

50 Commonwealth avenue, Boston, Mass.

Gentlemen:

Your communication concerning future shipments is received. 2. To comply with your request to print the words "Made in Germany" in a conspicuous place on each package would be inconsistent with the conservative policy on which our business is conducted and contrary to the terms of the agreement. 3. We recognize the value to you of such a label; but as we have ourselves continually condemned such practices on the part of competitors, it would not be consistent for us to accommodate you in this. 4. In connection with this matter, we have consulted counsel, and he advises that it is not incumbent on us to affix such a label on domestic goods and that such an act would be considered illegal. 5. We are confident that you will reconsider your determination, and under the circumstances shall not discontinue shipments until we receive a confirmation of the request contained in your last communication.

Yours respectfully (162)

67

Messrs. Roger Conway & Co.

Philadelphia, Pa.

Gentlemen:

As the many advantages of mechanical refrigeration over ice become known the demand from conservative persons for complete household plants

continues to increase. 2. Today we find the field in all communities practically unoccupied, due to the fact that up to this time no concern has completed a simple, economical, efficient, and wholly successful contrivance. 3. After years of constant application, struggles with complications, etc., we have at last succeeded in the construction of a small combined refrigerator and ice maker, which-we-consider fills every requirement, and can be exported and sold to the consumer at a price within his reach. 4. We surround these household plants with every conceivable guarantee; they are complete in themselves, and can be constructed and operated by any person of common intelligence.

In this connection we-take-the-liberty of sending you under separate cover copies of our catalogues containing complete descriptions of our machines together with numerous letters of endorsement. 6. If-you-are-interested we-shall-be-glad-to consult with you in person and endeavor to convince you of the merits of our goods.









Trusting that-we-may-have your acknowledgment of the matter accompanying this communication, we remain

Respectfully yours (205)




PREFIXES *INTER*, *MAGNA*, ETC.

87. The prefixes *enter*, *inter*, or *intro* may be shown by halved *n*, the prefix *after* by halved *f*, and the prefix *under* by thickened and halved *n*. These









prefixes are sometimes detached; but in words of common occurrence they may be attached. Thus
















 entertain,  interstate,  introduce,  interchange
 afternoon,  afterward,  underestimate,  understand

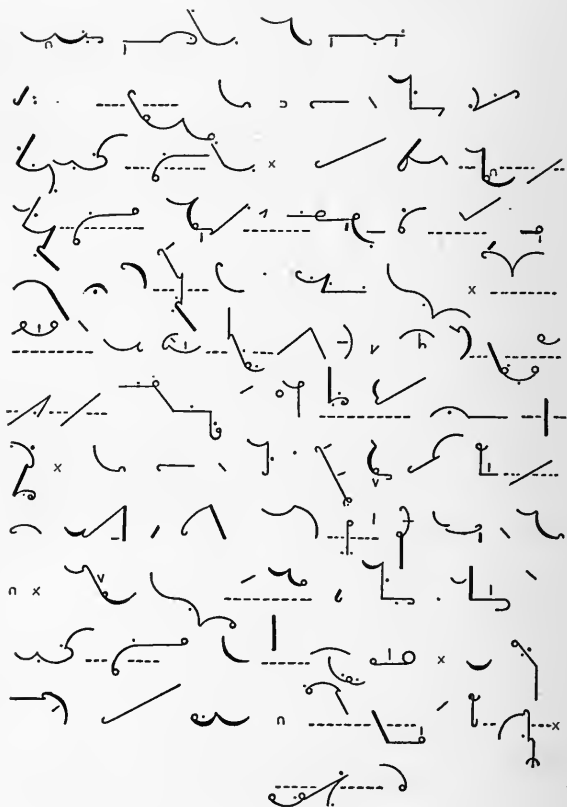
88. The prefixes *magna*, *magne*, or *magni*, may be shown by detached *m* written partially over the rest of the word. Thus

 magnanimous,  magnetized,  magnificent

89. The prefix *in*, before *spr*, *skr*, *str*, or *h*, may be shown by a small curl. A small detached circle represents the prefix *self*. Thus

 inspiration,  inscribe,  instruct,  inhuman
 inhabit,  self-defense,  self-denial,  self-control

 instruction,  instructive,  magnet-ic-ism,  regular
 mathematics-al,  mathematician,  natural-ly,  with his
 individual,  who have,  please imform us,  at all
times,  this letter,  educational association,  New Haven



Dr. Joel Underwood

Director of Instruction, Public Educational
Association, New Haven, Conn.

My dear Dr. Underwood:

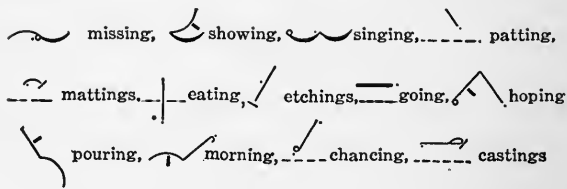
This-letter will introduce to you Mr. Harold Dunlop, whose name, if I-understand correctly, you are entertaining for the position of instructor of mathematics in your new intermediate school. 2. Mr. Dunlop is a mathematician of international reputation and a magnificent teacher. 3. He is enterprising, self-reliant, and self-possessed, and brings to bear on-his pupils a magnetism, inspiration, and understanding which make his work of great interest and very instructive. 4. His service with us was interrupted by ill-health, which interfered somewhat with-his regular duties, so he seeks a change of climate. 5. He-is at-all-times natural and magnanimous in his treatment of pupils, and-his discipline is excellent. 6. If at any time in the future you care to interview Mr. Dunlop further, please address him care of my office.

Very truly yours (151)

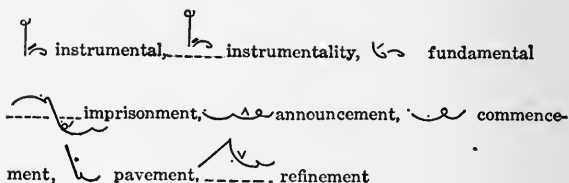
SUFFIXES

90. The suffix *ing* is generally represented by the stem *ing*; but when it is inconvenient to use the stem, *ing* may be shown by a dot placed at the end of the stem. The suffix *ings* may be shown by a detached tick placed at the end of the stem, when it

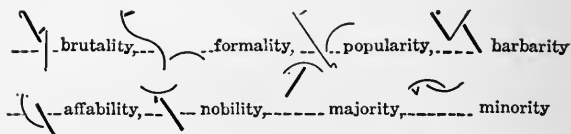
is inconvenient to use the stem *ing* and *s* circle. Thus



91. The suffixes *mental* and *mentality* are shown by detached and halved *m* and the hook *n*. The suffix *ment*, after *n*, *ns*, or a *hook*, is shown by halved *n*. Thus



92. The suffixes *ality*, *arity*, *ility*, and *ority*, may be shown by detaching the stem immediately preceding these combinations. Thus



93. The suffix *ship* may be shown by the stem *sh*, attached or detached as is most convenient. The

suffixes *fulness* and *lessness* are shown by detached *fs* and *ls*. Thus

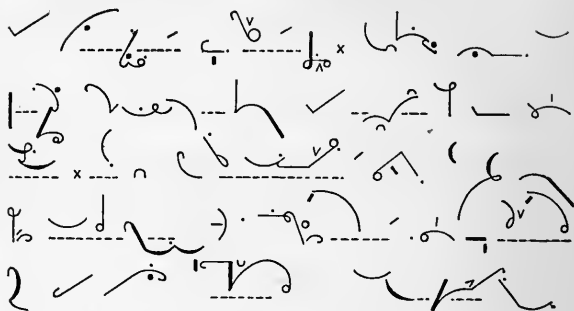
hardship, friendship, carefulness, faith-
fulness, carelessness, faithlessness

70

advertise-d-ment, hereafter, thereafter, disap-
pointment, novelty, objection, executor, contro-
versy, characteristic, tenement-attainment-atonement

sufficient-cy-ly, which have, replying to your
esteemed favor, in its, if you are not

[Handwritten cursive examples of the suffixes shown above, including 'hardship', 'friendship', 'carefulness', 'faithfulness', 'carelessness', 'faithlessness', 'advertise-d-ment', 'hereafter', 'thereafter', 'disappointment', 'novelty', 'objection', 'executor', 'controversy', 'characteristic', 'tenement-attainment-atonement', 'sufficient-cy-ly', 'which have', 'replying to your', 'esteemed favor', 'in its', and 'if you are not']



71

Mr. Richard Keating
Baltimore, Md.

Dear Sir:

Replying-to-your-esteemed-favor of the 2d inst. inquiring about-the deed of the Nineteenth street tenement, we-beg-to-state that-we-have-been making unusual efforts to settle this matter, even going to the extent of getting all the tax, water, and assessment bills on the property for Mr. Giddings, the executor of the estate. 2. Owing to the inability of Mrs. Giddings to come to the city this-week to go through the formality of signing the deed, the closing of the title has been delayed another week. 3. Some controversy has arisen about-the repairing of plumbing and about carpetings for the stairs, but-we-have concluded to waive these objections. 4. Regretting the disappointment, and trusting that-we-may-have-the-pleasure of forwarding the deed by the commencement of next-week, we are

Sincerely yours (146)

72

Mr. Arnold Donaldson

Watertown, N. Y.

Dear Sir:

You no-doubt are aware that our extensive departmental system has been built up through the instrumentality of Mr. John Roberts. 2. In spite of innumerable hardships, Mr. Roberts has by his originality, carefulness, and fidelity, secured for us the leadership in the novelty business in this country. 3. You-will-therefore be interested to know that-we-have-this-day admitted Mr. Roberts to membership in our firm, and will hereafter conduct business at the above address under the partnership name of Putnam, Cutting & Roberts. 4. We-hope by continued faithfulness and regularity in the execution of orders to retain your valued friendship.

Very cordially yours (111)

73

Dr. Lewis Sandford

Newark, N. J.













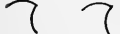













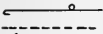






















Dear Sir:

The usefulness of our preparation to physicians in treating cases of sleeplessness is set forth in the supplemental catalogue sent herewith. 2. It has none of the characteristic features of the commonly advertised sleeping drugs, the uselessness of which in difficult cases is no doubt known to you. 3. Its fundamental properties are plainly stated, and physicians in prescribing it can exert the same carefulness and discrimination as with any of the standard

drugs. 4. In-its workmanship we observe extreme cleanliness and faithfulness to detail. 5. If-you-are-not at present using this preparation, it-is-no-doubt due to our carelessness in not properly presenting its claims. 6. If-you-are sufficiently interested, we would be pleased to send you a sample.

Yours respectfully (129)

ABBREVIATIONS CONTAINED IN PART III.

	young		subscribe-d-iction
	regular		instructive-ion
	magnet-ic-ism		public-sh-ed-ation
	relinquish-ed		organization
	manufacture-d		could
	manufacturer		quite
	mathematic-s-ian		after
	unanimity-unanimous		that
	efficient-cy-ly		without
	sufficient-cy-ly		hand
	domestic		under
	executor		nature-a'l-ly
	character		somewhat
	characteristic		build-ing
	advertise-d-ment		particular
	controversy		opportunity
	description		called
	defective		trade
	within		gentleman-men
	New Haven		cannot
	represent-ed-ative		establish-ed-ment
	representation		individual-ly
	respect-ed-ive		immediate-ly
	object-ed-ive-ion		September
			interest-ed

thereafter

hereafter

equal-ly-led

according-ly

extraordinary

intelligence-t

appointment

disappointment

inconsistent

attainment-atonement-tene-ment

rather-writer

wonderful-ly

therefore

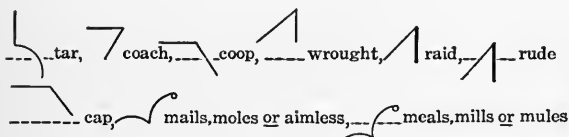
whatever

PART FOUR

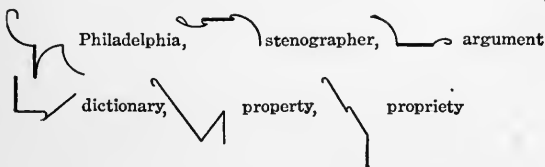
CHAPTER 9

STEM POSITION

94. The vowel signs are omitted when outlines are written in position, that is, above the line when the accented vowel is first place, on the line when the accented vowel is second place, and through the line when the accented vowel is third place. Thus



95. As nearly all words of three or more stems have outlines peculiar to themselves, such words may be written regardless of position. Thus



96. It is often necessary to insert an initial first place or a final third place vowel to better distinguish between two nouns having the same outline, two verbs, etc. Thus

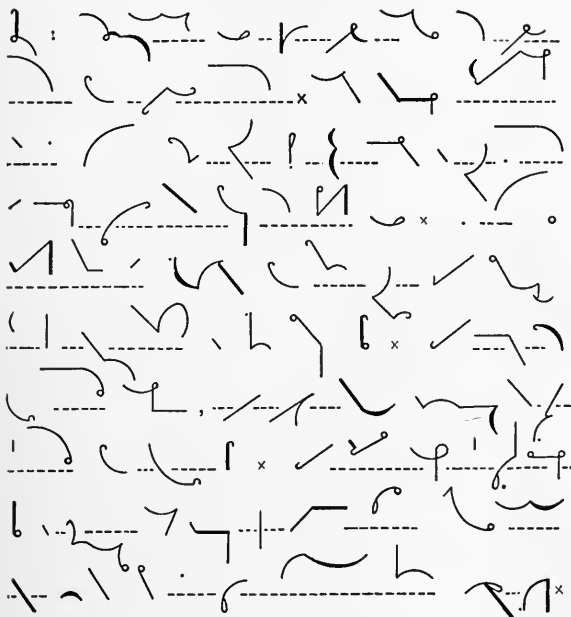
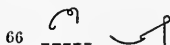
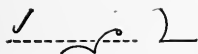
posed, opposed, tension, attention, load
lady, seat, city

97. A horizontal or a halved stem, or a combination of a horizontal and a halved stem, has no third position; such outlines are written in the second position when the accented vowel is third place. Thus

pat, pet or pit, meek, stick, needed

74

largest, magazine, indispensable-y, indescribable-y, Great Britain, had not-do not, beg to state
for its, let us, Wall street, lowest terms, best
price, which we hope, your obedient servants
if there is



75



H. B. Wintersmith Esq.

New Haven, Conn.

Dear Sir:

If you use tanks of any kind,—wood or steel or galvanized steel,—we should like the privilege of

quoting prices when you are in-the-market. 2. We have the oldest and largest plant in-the-country for this work. 3. Our wooden tanks are made of Louisiana Red Cypress, which is noted the world over for-its durability, or we can make them of White Pine. 4. We also build towers for the support of these tanks. 5. We make a specialty of the construction of complete water works outfits for manufacturing plants, country estates, and small towns. 5. Enclosed-please-find circulars and catalogues, which-we-hope-you-will-find interesting. 6. We solicit an opportunity to quote our best-prices and lowest-terms if-there-is anything you want in our line.

Your-obedient-servants (142)

76

Knickerbocker Manufacturing Company
Hartford, Conn.

Gentlemen:

The coming El Dorado of American development, the center of the greatest business and industrial activity the world has ever seen, is the South.

With coal, in quantity twice as great as that of Great Britain, Germany, and Pennsylvania combined; with iron, largely more than one half of all the known deposits in the United States; with timber, more than one half the supply of the entire country; with minerals of many kinds; with water powers, and with almost every other natural advantage for wonderful growth in industrial wealth, the South

offers to the world an almost indescribable opportunity for business.

In considering this field, do not forget to include for the coming year the Manufacturers Magazine. It is an indispensable medium which covers the entire territory from West Virginia to Texas.

Let us correspond with you on these points.

Very truly yours (150)

CHAPTER 10

PHRASING

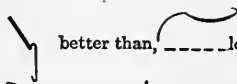







98. An abbreviation of the first position, represented by a tick, circle, semi-circle, or horizontal stem, may be raised or lowered to permit a succeeding stem word to be written in position. Thus

I thank you, I see, as those, as these, in those
 in this, in these, with much, with each







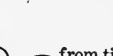
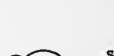
99. A large initial circle represents *as we*. A large medial or final circle represents *as-his*, *is-as*, etc. The large circle is also used in such phrases as, *this city*, *this is*, *as soon*, etc. The small circle is in a few cases used to indicate *us*. Thus

let us hope, as his, is as, as we think, as we
 can, as soon as, this is, it is certain




100. The *n* hook adds *than* or *own*, and the *f* hook adds *have* or *of*, in a few common phrases. Thus

 better than,  longer than,  her own,  their own
 your own,  which have,  who have,  out of






101. *It* is sometimes indicated by halving, and *not* by halving and adding the *n* hook. The halving rule is also employed in such phrases as, *at any rate*, *from time to time*, etc. Thus

 if it,  if it is,  in which it is,  will not,  may not
 at any rate,  from time to time,  some time ago



102. *There* or *their* may be indicated by lengthening. Thus




 from there,  for there,  as we know there is



103. A small and comparatively unimportant word, such as *the*, *or*, *of*, etc. may sometimes be omitted. Thus



 more or less,  again and again,  sooner or later
 all parts of the world,  on the other side


104. The words *attention* or *committee* may be indicated by writing *t* across a stem of the preceding word. In the same manner *d* indicates *department*, *p* indicates *party*, *b* indicates *bank*, etc. Thus

 necessary attention,  executive committee




 navy department,  democratic party,  sav-




ings bank,  evening journal,  medical society



 street railway or railroad,  necessary arrangements



 Jones & Company




77



 familiar-ity,  neglect-ed,  deficient-cy



 which were,  you will see,  in the event

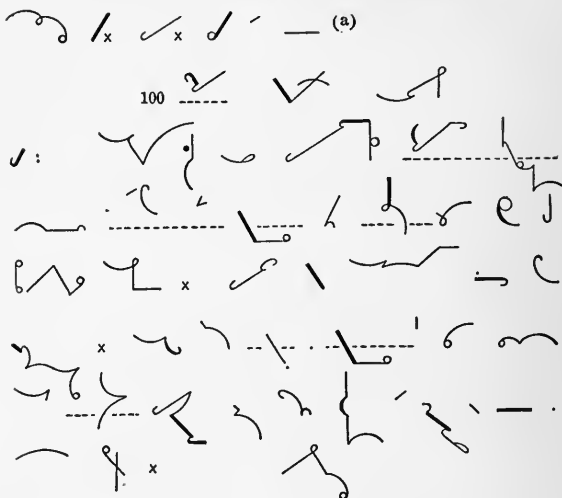
 we beg to inform you,  in reply to your

letter,  Borough of Manhattan,  we regret to state

 in accordance with,  discount for cash,  not

later than,  we are in a position,  Wednesday

morning,  we regard,  New York Central R.R.



(a) Messrs J.W.Jones & Co.; note method of showing initials. In an address the stem k may be used for company.

78

Messrs. F. J. Smith & Co.

50 Broadway, Borough of Manhattan
New York City

Gentlemen:

We-beg-to-inform-you that Mr. William Lawlor is-no-longer a representative of the Empire Manufacturing-Company. 2. Therefore, for-your-own protection, do-not in-the-future place orders with him to be filled by us. 3. We will send an ac-

credited representative to-call on-you as-soon-as-possible. 4. Soliciting a continuance of-your-es-teemed-favors, we are,

Yours respectfully (77)

79

Frederick Benton & Co.

Butler, Pa.

Gentlemen:

In-reply-to-your-letter of the 21st inst. we-beg-to-inform you that-we-have-not sent you any adver-tising matter since September last; we-therefore fail to understand how you could have received any bear-ing our name. 2. In-accordance-with your-re-quest, we are sending the samples today by Adams-Express-Co., and we-beg-to-quote-you 30% off list f. o. b. cars Butler, less 2% discount-for-cash. 3. We-are-in-a-position to give immediate-attention to-the-order if-it-is received not-later-than Wednes-day-morning. We are

Your-obedient-servants (111)

80

Mr. A. W. Hopkins

Rochester, N. Y.

Dear Sir:

In going over the records of our sales-depart-ment, I-see that your name does-not appear on-our list of customers, and-I naturally wish to discover whether it was due to any neglect or deficiency of-ours that you withdrew your patronage. 2. Your account and good-will were valuable, and

we are most anxious to regain them. 3. If-there-is any especial reason why our goods are-not acceptable, won't you be good enough to-let-us-know? 4. We-regard each customer as a member of our business family whose welfare is closely linked to-our-own. 5. Let-us prove this by sending samples, swatches and pricelists from-time-to-time. 6. This involves no expense to you and no obligation to buy. 7. We not-only do-not seek to avoid comparison, but-we absolutely challenge it. 8. When may-we send samples or a salesman? 9. Thanking you for past favors, we are

Your obedient servants (166)

81

The Standard Typewriter Co.

New York City

Gentlemen:

I-am-very anxious to secure a position as stenographer and typewriter in-New-York-City, and would like to know if you can assist me in getting such employment. 2. I-have-had several years experience as stenographer in the purchasing-department of the New-York-Central-R. R. in New Haven, and am conversant with the general details of office work. 3. I am thoroughly familiar with the Standard, Underwood, Remington, and Smith Premier machines. 4. I-can furnish references as to efficiency, experience and character, and would be pleased to go down to New York to see you in person if you think it advisable. 5. Hoping to-hear from you at an early date, I remain

Respectfully yours (125)

CHAPTER 11

OMISSION OF MEDIAL LETTERS

105. Medial *t* may be omitted after *s* in words like *post office*, etc. Medial *n* is sometimes omitted in words like *danger*, *stranger*, etc. Medial *r* is sometimes omitted after *mns* as in *demonstration*, etc. Thus

post, post office, mostly, testimony
 assignment, danger, stranger, messenger
 demonstrate, ministry

106. In writing numbers the word *hundred* may be represented by *n*, *thousand* by *ilh*, *million* by *m*, and *dollar* by *d*. The numerals 1 to 20 are usually written in shorthand. For the numerals above twenty, the Arabic characters are used. Thus

6 — six hundred, 7 (seven thousand, 8 — eight million, 9 — nine
 hundred thousand, 5 { five thousand dollars, 4 — four hundred
 million dollars, / one, \ two,) three, — nineteen, } twenty

107. To indicate the negative forms of certain words it is necessary to repeat the first stem. Thus

legal, illegal, moral, immoral, neces-
 sary, unnecessary, rational, irrational

When convenient, however, negatives commencing with *ir* may be distinguished from their positive forms as follows. Thus

regular, irregular, resolute, irresolute
relevant, irrelevant, irresponsible

82

Oh-owe, influence, insubordination, resignation

jurisdiction, inefficient-ly, Christian-ity

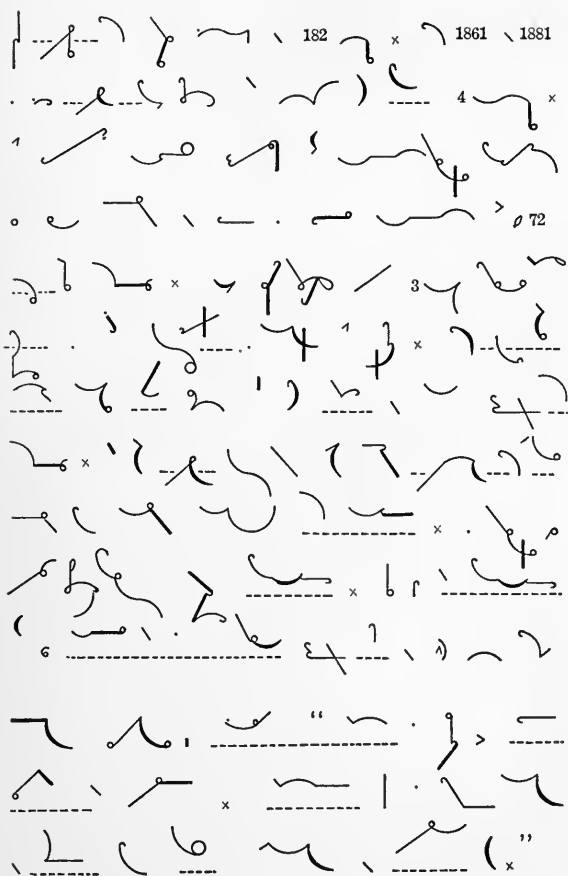
tried, contentment, substitute-d, antagonist-ic-ism

generation, generation after generation, some one, for

the first time, postmaster general, as a matter

of course, to tell you, when we consider

1789 > 1861



Mr. Austin Williams

800 Fourth Avenue, New York City

Dear Sir:

In-these busy times people will not take the trouble to hunt around for your sign to see if you are still in-business. 2. It is a dangerous proceeding for a business man to lie back in placid contentment to await customers.

If you substitute an electric sign for your present excellent but uninteresting one, your place can be distinguished after dark for two, three, four, and even ten blocks. 4. It-will-be your best advertisement, and it will influence business. 5. Should your old customers wish to send you new ones, and you have no electric sign to guide them to your door, it-is-just-possible that some-one with an electric sign will win those strangers from you.

The cost is smaller than you think. 7. The enclosed card if filled out and mailed will bring our agent to-tell-you about it and to demonstrate your need of-such a sign.





















































Yours respectfully (163)


The 155,000 bales of cotton produced by the United States in 1800, had grown to 4,800,000 in 1860. 2. The year 1898 saw the 11,000,000 mark in production passed for-the-first-time. 3. In 1904

the output was 12,162,000 bales. 4. In 1902 the farm value of the cotton crop and its by-products was in the neighborhood of \$700,000,000. 5. In 1870 the South manufactured only 80,000 bales, as compared with 777,000 bales of the North. 6. In 1904 each section manufactured slightly less than 2,000-000 bales.


(116)


SPECIAL PHRASES CONTAINED IN
PARTS III. AND IV.


	which were		educational association
	which we hope		temperance association
	we beg to inform you		if it
	your obedient servants		if it is
	yours respectfully		for it
	you will see		for it is
	as is-has his		in which it is
	is as-is his		let us
	as we have		able to
	as we did not think		according to
	two or three		had not-do not
	your reply		did not
	we take the liberty		are not
	we enclose herewith		may not
	on the other side		will not
	please inform us		at all times
	best price		from time to time
	lowest terms		in regard to
	your own		with regard to
	their own		to state
	her own		we beg to state
	in less than		we regret to state
	which have		we beg to quote
	who have		please quote us
	out of		to a great extent
	Wednesday morning		at any rate


 enclosed please find

 discount for cash


 hundred pounds


 in accordance with


 your esteemed favor

 in the event


 would he considered


 under the circumstances


 that you will


 all parts of the world


 Wall street

 if there is

 for their

 from there

 in the future


 longer than

 no longer


 sooner or later


 not later than


 this letter


 in reply to your letter


 Jones & Co.


 manufacturing company

 necessary attention

 house committee


 finance committee


 executive committee


 navy department

 medical department


 Democratic Party

 evening journal

 medical society

 street railroad

 N. Y. Central R. R.











 Borough of Manhattan

 best of your ability

PART FIVE

DICTATION EXERCISES

85

 subscribe-d,  subscriber,  financial,  finan-
 cial journal,  let us hear,  as soon as convenient
 not less than,  additional cost,  electric railway
 standard authority

The Republic Iron Co.

123 Chestnut Street, Philadelphia, Pa.

Gentlemen:

Will you kindly look over the enclosed copy of our Electric Railway Directory? We want you to become familiar with this publication, because we believe you will find it of considerable value for reference purposes.

We are at present offering this Directory to Financial Journal subscribers at an additional cost of but one dollar per annum. We trust you will take advantage of this opportunity to secure a yearly subscription to both the Financial Journal and the Directory for five dollars. An even better proposition than this, however, is our seven dollar rate, which includes our annual Red Book—American Street Railway Investments. The value of the latter alone is not less than five dollars.

You are no doubt sufficiently familiar with the Red Book to appreciate its value as the standard authority on street railway statistics. A new edition is now in preparation, and the combination order suggested would insure your receiving a copy as soon as published.

Please let us hear from you as soon as convenient, and greatly oblige,

Yours very truly (187)

86

inspect-ed-ion, suspicious-suspect-ed, transfer
transcript, henceforth, which we received
with relation to, first notice, first instant

Messrs. M. Morgan & Co.

Third & Mercer streets, N. Y. City

Gentlemen:

Referring to our conversation over the telephone on the 1st inst. with relation to your time of closing on Saturdays, we beg to call your attention to the first notice which we received from you dated May 16th in which you advised that you would close half a day on Saturdays, beginning May 20th, and that all freight must be at your warehouse by 11.30 a. m. Your representative was rather suspicious and inclined to dispute our statement that we had received such instructions. Herewith we enclose a transcript of this notice for your inspection.

If you desire to cancel these instructions, and make the time henceforth 11.00 a. m., kindly advise us immediately in writing.

Very truly yours

Smith Transfer Co. (136)

87

commercial, prospective, responsible-ility
 certificate, Chambers street, yours obediently

Messrs. Turner Bros.

100 Chambers street, N. Y. City

Gentlemen:

We beg to call your attention to our exceptional facilities for the collection of drafts which you may have occasion to issue in the course of your business with the countries of Cuba, Porto Rico, Central and South America, as well as with Mexico. We enclose herewith a list of the places where we have correspondents.

For your guidance and information we would make the observation that we always attend to such business through banking houses, and not through resident commercial firms.

To business houses sending out representatives, we beg to call attention to the value of our letters of credit which serve the bearer as a certificate of introduction to prominent banks. This not only furnishes him with funds, but is also a means of securing information as to the requirements of trade and the standing and responsibility of prospective clients.

Anticipating the pleasure of attending to your interests, to which we assure you we are in a position to give our best attention, we are, Gentlemen,

Yours obediently (179)

88

cabinet, capable, contingent-cy, unquestion-
able-y, preliminary, referring to your, best of our ability

Mr. Samuel Lavigne

1194 Park avenue, New York City

Dear Sir:

Referring to your purchase of buildings Nos. 549-55 West 45th street, we beg to state that we have gone extensively into the problem of alterations and general remodeling of business and residential property.

We do carpentering, cabinet work, masonry, plastering, kalsomining, painting, papering, and decorating economically and rapidly.

These various branches of our business are under the supervision of capable experts who have made a special study of handling such work and are able to meet every possible contingency.

With ten unquestionably successful years to our credit, we are prepared to give those contemplating improvements the benefit of our advice and experience.

We are in a position to handle contracts of any size or description and guarantee results. Will cheerfully furnish preliminary plans and estimates.

We are at all times ready to serve you to the best of our ability.

Yours obediently (162)

89

substantial-ly, irrespective, I have received
 ----- according to agreement, ----- under these circumstances

Messrs. W. H. Glenny & Co.

Denver, Colorado

Gentlemen:

With respect to your invoice of January 18th, dated as February 1st, I regret to state that on account of the very irregular arrival of the two previous shipments which I have received from you, I consider this arrangement very unsatisfactory. Had your other shipments arrived before September 1st, according to agreement, instead of substantially three months later, I no doubt would have been ready to receive the shipment of January 18th. Unfortunately, we still have in stock the greater part of the first shipment. Under these circumstances I feel that you should make us a substantial allowance irrespective of time of shipment, and date the invoice May 1st at least. Awaiting your reply, we remain,

Truly yours (127)

90

something, ----- yard, notwithstanding, best
 thanks, rather than, ----- statement of account, ----- as per

Mr. Walter A. Squire

123 Water street, New York City

Dear Sir:

As per your request over the telephone Tuesday afternoon, we send you herewith by messenger, a four ounce sample of superior salad oil, on which we beg to quote you 42 cents per gallon in barrel lots, f. o. b. Pennsylvania R. R. yard in Jersey City.

Notwithstanding this oil is better than average, we will dispose of it at this price rather than load up with a large lot unexpectedly put on our hands. In selling this oil to a consumer you should get at least sixty cents.

We enclose herewith statement of account, and hope you will give it the necessary attention at once.

With best thanks for your inquiry, we are,

Very truly yours (132)

91

uniform-ity-ly, reform-ed, phonographic, special
attention, publishing company, in a great measure

Phonographic Publishing Co.

85 Tenth avenue, New York City

Gentlemen:

We take pleasure in announcing that commencing Sept. 27th, the Empire Express Co. has perfected the necessary arrangements to carry express matter over the lines of the Manhattan Elevated

Division of the Interborough Rapid Transit Company. By this means we will be able to furnish our patrons with a speedy and uninterrupted service through the boroughs of Manhattan and the Bronx.

Our wagon service also has been reformed and its efficiency in a great measure increased, and we can assure you of unexampled and uniform distribution from the various terminals of the elevated railroad lines. We also give special attention to the Borough of Brooklyn.

We hope you will continue to favor us with your business, and remain,

Yours obediently (131)

92

captain, covenant-ed, discharge-d, per-
 formance, best terms, real estate, after due
 consideration, state whether or not, at the
 same time, further particulars, if you will
 consider the matter

Captain Z. Benson

294 Bedford avenue, Brooklyn, N. Y.

My dear Captain Benson:

A client of mine is interested in the leasing of your property No. 649 West 65th street, Borough of Manhattan, and has requested me to ascertain if you will consider the matter of a five or ten year contract for same.

He is a very responsible man, thoroughly acquainted with the management of real estate, and able to discharge any obligations he may enter into. I am confident that if you should entertain and accept a proposition for the lease of the premises you would save time and money for collections, repairs, and loss of rent; and at the same time you would increase the value of your property. Our client would deposit with you security for the faithful performance of the covenants of the lease.

Let us know what the gross rental of the house is, and the best terms on which you would care to lease. And if, after due consideration, you do not care to lease, kindly state whether or not you would care to sell, as we think we can effect a quick sale for you if you give us your lowest terms and further particulars.

Very respectfully yours (209)

93

revenue-reverend, prospect, proportion-ed, thanks-
giving, Episcopal-ian, tabernacle, enlarged
board of trustees, I am instructed, in order to

The Hutchinson Construction Co.

357 Market street, Philadelphia, Pa.

Gentlemen:

At the request of Rev. R. Emerson of Atlanta, we are enclosing herewith enlarged pencil tracing taken from the architectural plans of the choir in

the new Episcopalian Tabernacle, Atlanta, indicating the exact dimensions and space in feet and inches required for the organ etc. in order that you may plan the choir stalls in proportion. The preliminary work is well under way, and I am instructed by the Board of Trustees to ascertain if there is any prospect of the stalls being finished by Thanksgiving day. If you need any other information which we can give, please do not hesitate to command us.

Yours very truly (119)

94

--- principle-al-ly, practicable,) essential-ly, ~ meeting
 ~ metropolitan, public schools, } --- board of education

Dr. W. H. White

Principal P. S. No. 55, New York City

Dear Sir:

In accordance with the action taken by the Board of Education at a meeting held on March 29th last, I beg to call your attention to a preamble and resolution adopted by the Board of Trustees of the Metropolitan Museum of Art on February 20th last, reading as follows:

“Whereas the Trustees of the Metropolitan Museum of Art desire to extend the educational opportunities of the museum so far as practicable to the teachers and scholars of the public schools of the city,

"Resolved, that the Board of Education be notified of the willingness of the Trustees to issue, on application, to any teacher in the public schools, a ticket entitling such teacher, either alone or accompanied by not more than six public school scholars, to admission to the museum at all times when the museum is open to the public."

Any teacher wishing to make application may obtain a copy of a prepared form, which is to be filled out and signed by the teacher and approved by the principal. The application should contain, if possible, a designation of the particular objects or classes of objects it is desired to examine. This is not essential, however.

Very truly yours (215)

95

imperfect-ion, prejudice-d-ial, in relation to

just received, more and more, you may as

well, please let us know

Metropolitan Publishing Co.

Buffalo, N. Y.







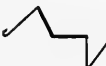

Gentlemen:

We wrote you on the 1st inst. in relation to certain imperfections in the calender paper. We regret to inform you that in the shipment just received from you we find more and more of these same imperfections. Under the circumstances you may as well discontinue printing any more stock,

as our trade is prejudiced against any but first class material. We shall endeavor to dispose of the last lot, but fear we shall be unable to do so. Please let us know what to do with the goods in case we are unable to sell them.

Yours very truly (105)

96

 mistake,  mistaken,  Kansas City,  on the
other hand,  enclose-d statement,  enclosed letter
 we beg to return,  early consideration

Messrs. T. Y. Connor & Co.
Kansas City, Mo.

Gentlemen:

We beg to return the enclosed letter and remittance, as we think you have made an error. We also enclose statement showing how your account stands on our books. If you find that you have made a mistake, kindly send check for \$27.73. If, on the other hand, you find that we are mistaken, we shall consider it a favor if you will return the invoice for our inspection.

Trusting that the matter will have your early consideration, we are

Yours truly (96)

— agriculture, ∫ constitution-al-ly, ∇ preservation

∧ reformation, ∫ religion, ∫ religious, — ought-to

∧ republic, ∧ republican, — expenditure, ∪ every-
thing, ∇ habeas corpus,

EXTRACT FROM FIRST INAUGURAL

ADDRESS OF

THOMAS JEFFERSON

About to enter, fellow-citizens, on the exercise of duties which comprehend everything dear and valuable to you, it is proper you should understand what I deem the essential principles of our Government, and consequently those which ought to shape its Administration. I will compress them within the narrowest compass they will bear, stating the general principle, but not all its limitations. Equal and exact justice to all men, of whatever state or persuasion, religious or political; peace, commerce, and honest friendship with all nations, entangling alliances with none; the support of the state governments in-all-their rights, as the most competent administrations of our domestic concerns and the surest bulwarks against antirepublican tendencies; the preservation of the General Government in its

whole constitutional vigor, as the sheet anchor of our peace at home and safety abroad; a jealous care of the right of election by the people,—a mild and safe corrective of the abuses which are lopped by the sword of revolution when peaceable remedies are unprovided; absolute acquiescence in the decisions of the majority, the vital principle of republics, from which is no appeal but to force—the vital principle and immediate parent of despotism; a well-disciplined militia, our best reliance in peace and for the first moments of war, till regulars may relieve them; the supremacy of the civil over the military authority; economy in the public expenditures; the honest payment of all our debts, and sacred preservation of the public faith; encouragement of agriculture, and of commerce as its handmaid; the diffusion of information, and arraignment of all abuses at the bar of public reason; freedom of religion; freedom of the press, and freedom of person under the protection of the habeas corpus and trial by juries impartially selected.

These principles form the bright constellation which has gone before us and guided our steps through an age of revolution and reformation. The wisdom of our sages and the blood of our heroes have been devoted to their attainment. They should be the creed of our political faith, the text of civic instruction, the touchstone by which to try the services of those we trust; and should we wander from them in moments of alarm, let us hasten to retrace our steps and to regain the road which alone leads to peace, liberty, and safety. (391)

98

assemble-y-d, original, incapable, aristocratic-cy, sensible-ility, applicable-ility, impracticable, extravagant-ce, proficient-cy, journalism, philanthropy-ic, philanthropist, generalization, influential, indignant-tion, astonish-ed-ment, whenever, organize-d, independent-ence, prime minister

CONCENTRATION

Dr. Samuel Johnson once advised a young man to know something about everything. The advice may have been sensible in Dr. Johnson's day, when London was an isolated village. Today, if one were to attempt to know something about everything, the division of time would give about a minute to each subject, and the youth would flit from topic to topic as the butterfly from flower to flower. Today, commercial, literary, inventive, or professional success demands concentration. Too much generalization is both impractical and extravagant; you must excel in the performance of some one thing.

Cecil Rhodes resolved that he would do one thing,—open up Africa's commerce through railways. A prime minister offered him a cabinet position to return to London, and others tried to buy him off with

large salaries. He persisted in his resolution, however, and he succeeded. His life-story reads like a romance, and the word that explains it is "concentration."

Cadbury, the English philanthropist and merchant, determined thirty years ago to know all about the manufacture of cocoa. He assembled chemists and he hired gardeners to perform experiments on the cocoa bean, and he became a national benefactor.





















































Mr. Beecher was the most influential preacher of his generation. His motto was "concentration." He studied precious stones, rugs, old tapestries, factories, and stores, and was active in many philanthropic works. Some men who misunderstood him said he diffused his energies. They were mistaken. For him, every experience converged toward Sunday and his sermon.

A young man of aristocratic bearing called on a great editor one morning, said he had decided to take up journalism, and asked for a position. "Have you one idea that you can give to the paper?" asked the editor. The young man was astonished and indignant; it seemed a reflection on his mental resources. "I hope you do not think me so incapable as to have come out of college with but one idea," was his answer. The editor pointed to the multitude passing in front of his office and said, "In that group of a thousand there is not one conspicuous person. You apparently are like any individual in that group. Our newspaper staff is altogether made up of men each conspicuous for some one thing. There is no place in this office for a man who can

do everything. Whenever you get one original idea applicable to our work there is a position waiting for you here."

Don't scatter all over creation. Specialize and shoot straight at a mark. Plan and organize and work, and remember that the history of nearly every successful man can be summed up in the statement, "He was proficient in one thing." (New York World) (448)













ABBREVIATIONS CONTAINED IN PARTS IV. AND V.













	capable		substantial-ly
	cabinet		subscriber
	original		perform-ed
	regular		performance
	irregular		performer
	revenue-reverend		reform-ed
	familiar-ity		reformer
	magazine		reformation
	uniform-ly-ity		influence
	essential-ly		largest
	assemble-d-y		Kansas City
	inefficient-cy-ly		principle-al-ly
	contingency		proportion-ed
	notwithstanding		proportionate-ly
	discharge-d		Christian-ity
	Episcopal-ian		applicable-ility
	resignation		preliminary
	executor		preservation
	aristocratic-acy		journalism
	inspect-ed-ion		jurisdiction
	insubordinate-ion		everything
	suspect-ed-suspicious		danger-ous
	thanksgiving		stranger
	sensible-y-ility		tabernacle
	something		impracticable
	henceforth		neglect-ed

	commercial
	indiscriminate
	indescribable-y
	enlarge-d
	religion-ous
	phonography-ic
	mistaken
	transfer
	transcript
	organize-d
	philanthropy-ic
	philanthropist
	deficient-cy
	proficient-cy
	republic-an
	imperfect-ion
	executive
	extravagant-ce
	prospective
	irrelative
	responsible-illty
	generation
	constitution-al-ly
	generalization
	unquestionable y
	meeting

	yard
	tried
	antagonist-ic-ism
	indignant-ly-tion
	indispensable-ly
	captain
	astonish-ed-ment
	certificate
	metropolitan
	substitute-d
	prejudice-d-lal
	Great Britain
	expenditure
	contentment
	independent-ce
	O, Oh, owe
	ought

SPECIAL PHRASES CONTAINED IN PART V.

	best thanks
	yours obediently
	may as well
	with respect to
	habeas corpus
	first instant
	first notice
	first class
	for the first time
	prime minister
	more and more
	less and less
	so far as
	best terms
	public school
	we beg to return
	Tuesday afternoon
	additional cost
	in relation to
	with relation to
	early consideration
	we are in a position
	we have received
	just received
	which we received

	real estate
	in order to
	let us hear
	in a great measure
	please let us know
	at some time
	at the same time
	board of trustees
	board of education
	according to agreement
	enclosed statement
	necessary arrangements
	on the other hand
	not less than
	under the circumstances
	after due consideration
	enclosed letter
	If you will consider the matter
	Chambers street
	rather than
	best attention
	publishing company
	in all their
	best of our ability
	best of my ability

PART SIX

ADDITIONAL DICTATION EXERCISES

99

Messrs. L. Cross & Co.

Baltimore, Md.

Gentlemen:

We are enclosing herewith a sample National Picture printed in half-tone of which we have about 420,000 on hand, comprising about 500 subjects of art reproductions.

Perhaps you have foreign customers who can use these to advantage at greatly reduced prices. We do not wish them circulated in the United States, and offer them for export at \$3.50 per thousand. It is necessary to order promptly to get these pictures, as they will go quickly.

The complete sample books may be seen at our office or we will send them to you for inspection upon request.

Very truly yours

(121)

100

Bergen Bros.

Knox, N. D.

Gentlemen:

Kindly quote price on No. 2 northern wheat. We can order 16,000 bushels if quotation is satisfactory. Would it suit your convenience to draw on us at 20 days in case of purchase? As to our re-

sponsibility we refer you to the Second National Bank of Minneapolis, and to Jenkins & Co. of St. Paul.

Yours very truly (66)

101

Porter & Summer
Minneapolis, Minn.

Dear Sirs:

The best price we can give on No. 2 northern is 86 cents a bushel. We take pleasure in saying that your acceptance of our 15 day draft accompanied with the usual papers will be entirely satisfactory to us. We can fill an order for any quantity you may desire, as we run one elevator on that grade exclusively.

Very truly yours (69)

102

Henry L. Johnson
Chicago, Ill.

Dear Sir:

Will you kindly tell us something of the firm of Allen Bros. of your city, with whom we are negotiating some very large transactions? We are well aware of their ratings in the commercial agencies, but would like to have a more intimate knowledge of the men and of their standing and reputation in the community. Any information you may give us will be highly appreciated and treated with absolute confidence.

Yours truly (87)

103

Murray Bros.

Jacksonville, Fla.

Dear Sirs:

We are in receipt of your order for ten thousand No. 8 envelopes which you want shipped immediately. As there is not much call for this size we do not carry any in stock but make them to order only. As our factory is very busy just now we cannot promise to deliver the No. 8 size in less than two weeks. Kindly wire us if you can wait that time or if a smaller size will suit your requirements.

Truly yours (88)

104

Williams & Stern

Newark, N. J.

Gentlemen:

The only one who can speak positively of the effect of New York City street car advertising is the one who has tried it to the exclusion of all other mediums.

A medium that can offer such convincing proof should not be overlooked by the business man who is seeking to increase his business.

Several such advertisers who are spending from \$3000 to \$6000 a year have succeeded in making household words of their productions.

May we tell you of them?

Yours obediently (94)

105

Murray Manufacturing Co.

Philadelphia, Pa.

Dear Sirs:

We should be pleased to have you enter our name on your lists for overhead tracking, trolleys, hoists, tackle blocks, travelling cranes, etc. so that we shall be sure to receive your inquiries for apparatus of this kind. Our goods are first class in every respect and equal to any on the market. Your inquiry or order will receive prompt attention. Catalogues mailed on request.

Yours respectfully (74)

106

James C. Swan

46 East 88th street, N. Y. City

Dear Sir:

One of my customers has requested me to ascertain definitely the lowest cash price you will accept for your property situated 1431 Second avenue. I am authorized to state that if you are willing to accept a fair price I can give assurances of effecting a quick sale.

I beg to thank you in advance for a prompt compliance with my request, and remain,

Very respectfully (82)

107

National Oil Co.

112 Market street, Philadelphia, Pa.

Gentlemen:

We are in receipt of your valued favor of the 26th inst. enclosing check for \$10.15 in payment of

our invoice of Jan. 16th, and we have placed this amount to your credit with thanks.

We note that you have deducted 25 cents for discount. Our terms are 30 days net or 1% ten days. We are willing to allow you the 1%, but feel that we can hardly afford to allow the deduction of 25 cents as we have already allowed you 5 cents a gallon on the oil.

Trusting that you will favor us with stamps to balance, we beg to remain,

Respectfully yours (120)

108

Herbert W. Carpenter

Cleveland, O.

Dear Mr. Carpenter:

I regret to inform you your house will not be ready for occupancy on July 1st as I had hoped. The decorators have been delayed in their work on account of defects in the walls. If there are no other hindrances, however, I hope to get every workman out by July 15th. Hoping that no serious inconvenience has resulted from the delay, I am,

Faithfully yours (75)

109

Lawrence B. Bancroft

321 Fifth avenue, New York City

Dear Sir:

Inasmuch as you have important interests in Cape Town, South Africa, we desire to call to your attention the absolutely fireproof six story and base-

ment office building recently completed in that city for the use of the Mutual Life Insurance Company of New York. This building is entirely modern and complete with every requirement of a first class office building. Such portions of it as are not required by the company for its own use will be rented on favorable terms to desirable tenants, for business purposes.

If you anticipate making any change in your present location in Cape Town, or if you intend opening an office there, it will afford us pleasure to call upon you with plans of the Mutual Life building showing space, accommodation, and rates of rental.

Awaiting your reply,

Yours faithfully (150)

110

A. R. Granniss Jr.

44 West 55th street, N. Y. City

Dear Sir:

I am requested by the Membership Committee to ask for further information in regard to the qualifications of the above named gentleman, who has been proposed by you for membership in this club.

The committee does not wish to be considered as questioning in any way this gentleman's eligibility, but in all cases desires to act with the fullest information. The committee requests that you furnish information as specific as possible concerning

the candidate's antecedents, and club membership, as well as his personal and business associations. It is particularly important that we receive some evidence of his interest in the local work of this club.

Letters from other members, especially those known to the Membership Committee, are also desired.

Yours sincerely (135)

111

E. E. Manning & Co.

18 Wabash avenue, Chicago, Ill.

Gentlemen:

We understand you are exporting considerable quantities of sewing machines. If you are not tied up by a contract or understanding with other parties, we should be glad of an opportunity to bid for some of this business.

We are manufacturing more sewing machines than any other American factory (Singer only excepted), have a greater variety of models, and we turn out a sufficient assortment of designs and quality of finish to meet the requirements of any market. If given an opportunity, we believe we can interest you in some of our bargains.

We shall be glad at any time to name our lowest quotations. The writer will be in New York in the latter part of July and will be pleased to call on you if you are open for business.

Sincerely yours (145)

113

F. G. Stanley & Co.
Pittsburg, Pa.

Gentlemen:

We have your favor of the 28th, with blueprints of steel castings required.

While you do not say anything about these castings being subject to Government inspection, we notice from the marks on the prints that they are for Government work. In such cases the specifications usually call for open hearth steel, which is a grade of steel not made by us. If annealed or converted steel, as described in the enclosed circular, will answer your purpose, we should be pleased to quote you prices. Kindly let us hear from you in reference to this matter, and oblige,

Yours very truly (111)

114

John B. Reed
Montclair, N. J.

Dear Sir:

Kindly permit us to remind you of overdue payments for August and September, amounting to \$4.00.

You remember you were to send us check each month. No doubt the matter has simply escaped your attention.

Awaiting your reply by return of mail, we are
Very truly yours (58)

David B. Boody

80 Montague street, Brooklyn, N. Y.

Dear Sir:

For the convenience of our customers and for the purpose of facilitating the examination of titles, we maintain branch offices in Harlem, Bronx, Westchester County, Brooklyn, Long Island, Staten Island, and elsewhere, and are prepared to give prompt and satisfactory service in examining titles to real estate anywhere in the state. At each of our offices will be found experienced men who will assist you in drawing contracts and in closing titles.

Our close connection with large investors enables us to make loans on bond and mortgage on most favorable terms. We have mortgages for sale which will interest careful investors. Write for list.

It may interest you to know that we have a special department to look after condemnation proceedings and special assessments anywhere in the state.

Trusting to be of service to you in the near future, we remain,

Yours truly (154)

John Smith

Denver, Col.

Dear Sir:

We beg to advise you that a petition praying for the involuntary adjudication as bankrupt of

Spier & Corrigan, formerly doing business at No. 63 E. 17th street, this city, was filed in the United States District Court for the Southern District of New York, and William E. Scott Esq. of No. 87 William street was appointed receiver of the property, assets, and effects of said firm, and as such is authorized to collect all outstanding accounts.

It appears by the books of the company that you are indebted to them to the extent of five hundred dollars, which sum you are requested to pay to the receiver. Unless payment is made immediately we are instructed to bring suit to recover the amount due.

Trusting that such a course will be unnecessary and that payment will be made at your earliest convenience, we remain

Yours respectfully (154)

117

LINCOLN'S GETTYSBURG ADDRESS

Fourscore and seven years ago, our fathers brought forth upon this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation—or any nation so conceived and so dedicated—can long endure.

We are met on a great battlefield of that war. We are met to dedicate a portion of it as the final resting place of those who have given their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we cannot dedicate, we cannot consecrate, we cannot hallow, this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our power to add or to detract. The world will very little note nor long remember what we say here; but it can never forget what they did here.

It is for us, the living, rather, to be dedicated here to the unfinished work they have so nobly carried on. It is rather for us to be here dedicated to the great task remaining before us; that from those honored dead we take increased devotion to that cause for which they here gave the last full measure of devotion; that we here highly resolve that these dead shall not have died in vain; that the nation shall, under God, have a new birth of freedom, and that government of the people, by the people, for the people, shall not perish from the earth. (263)

118

THE PHILIPPINES

BY WILLIAM MCKINLEY

I do not know why in the year 1899 this republic has unexpectedly had placed before it mighty problems which it must face and meet. They have come and are here, and they could not be kept away.

The Philippines, like Cuba and Porto Rico, were intrusted to our hands by the war, and to that great trust, under the providence of God and in the name of human progress and civilization, we are com-

mitted. It is a trust we have not sought: it is a trust from which we will not flinch.

There is universal agreement that the Philippines shall not be turned back to Spain. No true American consents to that. Even if unwilling to accept them ourselves, it would have been a weak evasion of manly duty to require Spain to transfer them to some other power or powers, and thus shirk our own responsibility. Even if we had had, as we did not have, the power to compel such a transfer, it could not have been made without the most serious international complications. Such a course could not be thought of. And yet had we refused to accept the cession of them we should have had no power over them even for their own good.

We could not discharge the responsibilities upon us until these islands became ours, either by conquest or treaty. There was but one alternative, and that was either Spain or the United States in the Philippines. The other suggestions—first, that they should be tossed into the arena of contention for the strife of nations; or, second, be left to the anarchy or chaos of no protectorate at all—were too shameful to be considered.

The treaty gave them to the United States. Could we have required less and done our duty? Could we, after freeing the Filipinos from the domination of Spain, have left them without government and without power to protect life or property or to perform the international obligations essential to an independent state? Could we have left them in a state of anarchy and justified ourselves in our own

consciences or before the tribunal of mankind? Could we have done that in the sight of God or man?

The future of the Philippines is now in the hands of the American people. Until the treaty was ratified or rejected the executive department of this government could only preserve the peace and protect life and property. That treaty now commits the free and enfranchised Filipinos to the guiding hand and the liberalizing influences, the generous sympathies, the uplifting education, not of their American masters, but of their American emancipators. . . .

Until Congress shall direct otherwise, it will be the duty of the executive to possess and hold the Philippines, giving to the people thereof peace and order and beneficent government, affording them every opportunity to prosecute their lawful pursuits, encouraging them in thrift and industry, making them feel and know that we are their friends, not their enemies, that their good is our aim, that their welfare is our welfare, but that neither their aspirations nor ours can be realized until our authority is acknowledged and unquestioned.

That the inhabitants of the Philippines will be benefited by this Republic is my unshaken belief. That they will have a kindlier government under our guidance, and that they will be aided in every possible way to be a self-respecting and self-governing people is as true as that the American people love liberty and have an abiding faith in their own government and their own institutions. (589)

119

EXTRACTS FROM MACAULAY'S "WARREN HASTINGS"

In the meantime, the preparations for the trial had proceeded rapidly; and on the 13th of February, 1788, the sittings of the court commenced. There have been spectacles more dazzling to the eye, more gorgeous with jewelry and cloth of gold, more attractive to grown-up children, than that which was then exhibited at Westminster; but, perhaps, there never was a spectacle so well calculated to strike a highly cultivated, a reflecting, an unimaginative mind. All the various kinds of interest which belong to the near and to the distant, to the present and to the past, were collected on one spot and in one hour. All the talents and all the accomplishments which are developed by liberty and civilization were now displayed, with every advantage that could be derived both from co-operation and from contrast. Every step in the proceedings carried the mind either backward, through many troubled centuries, to the days when the foundations of the constitution were laid; or far away, over boundless seas and deserts, to dusky nations living under strange stars, worshipping strange gods, and writing strange characters from right to left. The High Court of Parliament was to sit, according to forms handed down from the days of the Plantagenets, on an Englishman accused of exercising tyranny over the lord of the holy city of Benares.

The place was worthy of such a trial. It was the great hall of William Rufus; the hall which had resounded with acclamations at the inauguration of

thirty kings; the hall where Charles had confronted the High Court of Justice with the placid courage which has half redeemed his fame. Neither military nor civil pomp was wanting. The avenues were lined with grenadiers. The streets were kept clear by cavalry. The judges, in their vestments of state, attended to give advice on points of law. The gray old walls were hung with scarlet. The long galleries were crowded by such an audience as had rarely excited the fears or the emulation of an orator. There were gathered together, from all parts of a great, free, enlightened, and prosperous realm, grace- and female loveliness, wit and learning, the representatives of every science and of every art. There the ambassadors of great kings and commonwealths gazed with admiration on a spectacle which no other country in the world could present.

The charges and the answers of Hastings were first read. The ceremony occupied two whole days, and was rendered less tedious than it would otherwise have been, by the silver voice and just emphasis of Cowper, the clerk of the court, a near relation of the amiable poet. On the third day Burke rose. Four sittings of the court were occupied by his opening speech, which was intended to be a general introduction to all the charges. With an exuberance of thought and a splendor of diction which more than satisfied the highly-raised expectation of the audience, he described the character and the institutions of the natives of India; recounted the circumstances in which the Asiatic empire of Britain had originated; and set forth the constitution of the

Company and of the English Presidencies. Having thus attempted to communicate to his hearers an idea of Eastern society, as vivid as that which existed in his own mind, he proceeded to arraign the administration of Hastings, as systematically conducted in defiance of morality and public law. The energy and pathos of the great orator extorted expressions of unwonted admiration even from the stern and hostile Chancellor; and for a moment, seemed to pierce even the resolute heart of the defendant. At length the orator concluded. Raising his voice till the old arches of Irish oak resounded—"Therefore," said he, "hath it with all confidence been ordered by the Commons of Great Britain, that I impeach Warren Hastings of high crimes and misdemeanors. I impeach him in the name of the Commons House of Parliament, whose trust he has betrayed. I impeach him in the name of the English nation, whose ancient honor he has sullied. I impeach him in the name of the people of India, whose rights he has trodden under foot, and whose country he has turned into a desert. Lastly, in the name of human nature itself, in the name of both sexes, in the name of every age, in the name of every rank, I impeach the common enemy and oppressor of all!"

(847)

120

THE MONROE DOCTRINE

Extract from a speech delivered by

John M. Thurston

Mr. President, it is gravely argued that our country has outgrown the necessity for any further en-

forcement of the Monroe doctrine. It is urged that the United States has waxed strong and powerful; that we no longer need fear any foreign interference in our affairs; that all our boundary lines have been definitely settled; and that we cannot be affected or disturbed by South American controversies. It is, therefore, insisted that we can now afford to let the other American republics look out for themselves, and that we should stand supinely by while foreign powers overawe and outrage our weak and defenseless neighbors.

Mr. President, ours is the great nation of this continent; Mother of Republics, her lullaby has been sung over every cradle of liberty in the New World. Under the inspiration of her glorious example, the last throne has disappeared from the Western Hemisphere and the Old World's dominion over American territory and American affairs will not outlast the morning of the twentieth century.

I am not unmindful of the seriousness and gravity of the present situation. We are calling a halt upon that settled policy of aggression and dominion which has characterized the extension of the British Empire from the hour in which her first adventurous prow turned to unknown seas. The history of the English people is an almost unbroken series of military achievements. Great Britain has cleared her pathway into every corner of the earth with the naked sword; she has acquired and held her vast possessions by force of arms; she has mastered and subjugated the people of every zone; her navies are upon every sea, her armies in every clime. No na-

tion can afford lightly to challenge her purposes or arouse her stubborn pride. But does this furnish any reason why Americans should abandon any settled policy of the United States, or retire from any position which the honor of this Republic and the welfare of America require that we should assume?

Mr. President, I share with the Senator from Colorado in the heritage of English blood. I glory with him in the mighty achievements of the English-speaking race; but I have not forgotten that England, as a nation, compelled my ancestors in 1637 to cross the stormy ocean and take up habitation upon the rocky and inhospitable shores of the New England wilderness, in order that they might enjoy freedom of conscience and the worship of God according to their own beliefs. I have not forgotten that the persecution of Great Britain followed them across the sea; I have not forgotten that she heaped indignities and injustice upon the colonists until they could no longer be borne; I have not forgotten that my grandsires carried muskets, and gave their American blood that British dominion over American colonies should be forever at an end. I have not forgotten that our sailors and marines were forced to drive England's navy from the main to make the deck of an American ship American soil.

Standing upon the floor of the American Senate and knowing whereof I speak, I say to the people of Great Britain that the grave issues which have been settled by brave men upon American battlefields can never be reopened. Let but a single drum-beat be heard upon our coast announcing the ap-

proach of a foreign foe, and there will spring to arms in North and South the grandest army the world has ever known, animated by a deathless loyalty to their country's flag and marching on to the mingled and inspiring strains of our two national airs, Dixie and Yankee Doodle.

Mr. President, the press of Great Britain has already seized upon the utterances of the Senator from Colorado as an indication that the people of this country are ready to abandon whatever place we now hold of duty and responsibility toward the republics and the affairs of the New World. But when the pending resolution comes on for final passage, I predict that it will be adopted by such a decisive vote as will advise all Christendom of the stand which the people of this country are prepared to make for the maintenance and enforcement of the Monroe Doctrine. I shall vote for it not as an affront to any other nation, but to uphold the dignity of my own. I shall vote for it in this time of profound tranquillity, convinced that peace with honor can be preserved. But, sir, I would vote for it just as surely were we already standing in the awful shadow of declared war. I would vote for it were the navies of all Europe thundering at our harbors. I would vote for it were the shells of British battleships bursting above the dome of the nation's Capitol. I would vote for it and maintain it at all hazards and at any cost, with the last dollar, with the last man; yea, though it might presage the coming of a mighty conflict whose conclusion would leave me without a son, as the last great contest left me without a sire.

(831)

Word List
FOR SUPPLEMENTARY USE

1

To follow Ex. 6

1. beau, toe, jay, dough, oboe, Abe, ache, gay, oat,
hoe
2. roe, air, rue, oar, eel, O'Shea, ear, low, foe, she
3. fee, show, coo, key, Fay, thaw, sow, ma, ha,
they
4. owes, acc, weigh, pa, yea, neigh, yew, ooze
5. saw, knce, ease, hay, woo, hoe, shoe, ray, oath,
though

2

To follow Ex. 8

1. palm, take, beat, talk, coach, boom, weep, lame
2. nail, meal, date, cheap, peach, porch, reach,
range
3. cocoa, Yale, kneel, fail, roll, torch, yoke, locate
4. Paul, pole, pool, calm, came, meek, Moore,
room
5. also, lead, lake, towed, dote, gale, jail, league
6. liege, hawk, heap, heath, Nero, coal, leaked,
page
7. rage, retail, polo, bouquet, female, vacate

3

To follow Ex. 10

1. family, web, foolish, acid, effect, alone, relish
2. shell, lash, ink, rink, bank nailing, filling
3. fishing, leading, living, era, Erie, army, rim
4. erratic, weary, were, mare, Mary, tear, tarry,
aware
5. yell, yellow, fill, filly, manly, Nellie, inlaid
6. escape, victim, faulty, wedge, pinch, vanity,
regatta
7. hack, heavy, head, knicknack, gag, validity,
Delaware

4

To follow Ex. 12

1. dock, duck, took, rock, rug, look, pull, urge,
locket
2. knock, cook, money, among, Murray, memory,
color, hug
3. hung, hurry, hog, hop, nominate, ugly, long,
along
4. lunch, wrongly, injury, juror, bunk, junk, bull-
dog
5. buffalo, belonging, wood, pulp, factory, bottom,
Burke
6. following, canopy, anatomy, apology, armor,
worthy, worry
7. awful, policy, Bob, chop, shook, rod, book, color

5

To follow Ex. 14

1. rhyme, Doyle, rout, fume, wide, couch, annoy-
ing, ice

2. ridicule, ivy, bough, Tyler, deny, cure, renew, toil
3. terrify, rowdy, envoy, Ida, gibe, lounge, mileage
4. wife, defy, pouch, noisy, untidy, revive, Illinois
5. fife, filing, timely, purify, shining, occupy
6. chime, diary, alumni, Diana, Elmira, Leroy, Newark

6

To follow Ex. 20

1. lays, lazy, police, policy, sales, zealous, sap, asp
2. pies, pious, signs, science, amaze, Macy, sack, ask
3. Tuesday, Wednesday, Saturday, Sunday, vessel, muscle
4. thistle, nestle, facility, losing, excellence, officer
5. answer, assume, unassuming, razor, deceit, dusk, passage
6. risk, gasp, reason, chosen, lucid, anxiety, sightly
7. spurs, warehouse, rousing, musing, custody, despising
8. citizens, disposal, injustice, Babson, Roxbury, disorganize

7

To follow Ex. 23

1. staff, assist, step, pest, pastes, caster, masters, registers

2. testify, masterpiece, steepest, stoutest, dust, dusty, lost, vestry

3. lusty, songsters, justify, faced, faucet, teamsters, released

4. affixed, stylish, sturdy, coaxed, stumble, steamer, unbalanced

5. storage, stillest, statue, solicit, statute, exposed, distinct

8

To follow Ex. 26

1. sweep, society, sweetly, secede, switch, scissors, Swiss, insist

2. season, swelling, seizure, exhaust, emphasizes, exist, accessory

3. emphasis, necessary, suffices, decisive, unsuccessful

4. emphasized, roses, recess, successes, possesses, auspices

5. synopsis, Mississippi, possessor, exercises, bases, basis, purses, peruses

9

To follow Ex. 29

1. pledge, bulge, broker, bark, persist, table, taper, battle

2. batter, proclaim, checker, packer, regal, property, propriety

3. proper, prepare, faculty, Knickerbocker, local, grievance

4. grocery, grumbler, assembly, criticism, blush, Polish

5. playfellow, blank, drink, obstacle, precious, propose, purpose

6. daughter, entreaty, neighbor, syllable, creature

10

To follow Ex. 34

1. manner, kennel, fisher, official, tunnel, beneficial, measure

2. flame, inflame, ruffle, fly, marvel, flag, flood, joyful

3. muffle, removal, frame, affirm, free, fear, either, three

4. cover, gather, Africa, afraid, lever, diver, endeavor, beaver

5. finger, banker, beverage, final, recover, belfry, discover, butterfly

11

To follow Ex. 36

1. civil, cipher, sinner, suffer, summer, designer, listener

2. deceiver, sunstroke, cider, saddle, spray, supply, swagger

3. sweater, stagger, subtle, stroke, stouter, scrub, sacred

4. splash, springtime, screwdriver, possible, depositor

5. displace, disapproval, spread, mistrust, visible, unstrung

6. unscrupulous, unsettle, disable, bicycle, exclaim, chemistry

12

To follow Ex. 38

1. cave, coffee, moon, move, nine, knife, earn, arrive

2. again, Jennie, rain, rainy, rove, win, cove, cone

3. plain, plainly, men, mental, plenty, brandy, arrange

4. agent, plank, driving, provide, advance, travel, paving

5. divinity, activity, referee, observe, behave, turn, turf

6. learn, lane, alone, fine, finer, drive, driver, lane

13

To follow Ex. 40

1. residence, chances, bounced, responses, turns, insurance

2. behaves, substance, expenses, spinsters, dance, desk

3. Jonas, justice, density, moan, money, mens, menace

4. assistance, density, prominence, eminence, evinced, defy

5. pave, paves, pains, waves, hansom, fans, offence

6. violence, muslins, vigilance, gallons, preference, excellences

14

To follow Ex. 43

1. fascination, declination, explanation, commissioners, national

2. fashionable, emotional, distinction, immersion, duration
3. friction, supplication, occasional, auctioneer, tuition
4. impression, citation, aggression, suppression, situation
5. location, selection, navigation, elections, vacations
6. rotation, magician, expedition, vacations, degradation
7. enumeration, portion, assertions, progressions, exceptions
8. institution, possession, approbation, position, sensation
9. aggregation, sensational, suppositions, transitions, secession

15

To follow Ex. 46

1. query, unwilling, poorer, filler, emperor, whisper, impatience
2. linguist, meanwhile, repairer, counsellor, embarrass, impress
3. request, wear, where, anywhere, weal, wheel, terror, mirror
4. scholar, trumpet, exquisite, imposition, traveler, tailor
5. roller, miller, Welsh, temporary, Quebec, Waltham, implicit
6. vanquish, squire, bequest, requisition

16

To follow Ex. 51

1. hasten, hazy, homely, heel, help, hair, horror, hearer
2. hobble, apprehensive, happiness, neighborhood, household
3. harbor, harm, healthy, unhealthy, perhaps, handy, Harlow
4. Herman, holiday, hammock, hark, hymn, hire, manhood, humanity
5. wholesale, humble, apprehension, Harper, unhappy

17

To follow Ex. 53

1. tablets, labored, bent, band, bad, beat, knot, knotty, knotted
2. thought, thawed, faint, finds, bread, Brady, braided, anticipate
3. grant, granted, grantee, rounded, reminded, cracked, flocked
4. parts, purest, carrots, caressed, treated, dreaded, piped
5. cumbered, angered, impugned, imbued, mode, end, hanged, distinct
6. fold, feared, colored, tailored, rolled, rallied, afford, ferried
7. right, upright, light, polite, backyard, inward, fright, fried
8. rafts, rivets, buds, buzzed, roast, roasted, master, mastered
9. moment, Clement, turned, accident, tents, metal, medal, turned

18

To follow Ex. 56

1. flatter, flattered, flattery, fender, foundered, wander, wandered
2. operator, better, picture, gather, plunder, asunder, thunder, rafter
3. tender, tighter, painter, bobbin, protector, caterer, loiter, ladder
4. builder, Luther, tempter, temperament, policy-holder, office-holder
5. acceptor, stockholder, benefactor, adventure, freighter, god-mother
6. imitator, grand-father, letter-writer, importer, proprietor, trumpeter
7. incubator, butterfly, insulator, kindergarten, speculator, orderly

19

To follow Ex. 58

1. garden, journal, personal, tolerable, engineer, college, card
2. girl, paragraph, told, charming, correspondence, guarded, nearly
3. pearl, toward, literature, childish, corridor
4. carpenter, corporation, heretofore, permanent, narrative, nurse
5. eternal, Norway, furnished, tormentor, perfect, high-school
6. cold, director, deliberate, terminal, sure, careless, delicate

20

To follow Ex. 60

1. abbreviate, acquiesce, acrimonious, grandeur
2. idiom, guardian, immaterial, suggestion, infrequent, twenty
3. twelve, maniac, injurious, initiate, interior, obvious, appropriation
4. theology, notorious, obedient, officiate, opium, opportune, superior
5. Parisian, tweak, courteous, delineator, day-work, alien
6. Wakefield, war, warrior, wig, watermelon, washer, wake, awaken, women

21

To follow Ex. 62

1. narrower, truant, cruel, Beatrice, altruist, fluency
2. museum, piano, bayonet, theatrical, really, reality, being
3. European, ruinous, follower, drawer, surveyor
4. poets, poetic, agreeable, truer, prosaic, lower, readmission
5. layer, blower, payable, jewels, diagram, fealty, undoer

22

To follow Ex. 65

1. comfortable, comical, inconceivable, encumbered, recognized
2. common-sense, accommodate, communicated, accomplice, magnitude

3. reconstruction, instructor, complacency, commissary, commander
4. completeness, entertaining, under-estimate, after-thought, inhale
5. interview, underline, self-defense, afterward, self-conscious
6. under-writer, uncommon, common-sense, conqueror, discompose

23











































To follow Ex. 71

1. uselessness, clerkship, gracefulness, judgeship, consignment
2. moment, refinement, judging, meetings, faithfulness
3. carelessness, affability, cheerfulness, friendship, announcement
4. going, popularity, gentility, worship, instrumental, helplessness
5. hoping, rowing, completing, saying, detrimental, hopelessness
6. inability, pavement, rudiment, fundamental, instrumentality
7. fidelity, making, plurality, majority, getting, reading, departmental

ABBREVIATIONS

ALPHABETICALLY ARRANGED.

(Words marked () are not presented in the exercises.)*

	A		B
a		baptize-d-st-ism	
according-ly		be	
advantage		because	
advertise-d-ment		become	
after		believe-d-f	
ago		benevolent-ce	
agriculture		beyond	
ah		bnild-ing	
all		but	
altogether			
an			
and		cabinet	
any		call-ed	
anything		can-not	
applicable-ility		capable	
appointment		captain	
architect-ure-al		care-d	
are		care-d	
aristocrat-cy-ic		catholic	
as		character	
assemble-d-y		characteristic	
astonish-ed-ment		Christian-ity	
attainment-atonement		circumstance-s	
awe		circumstantial	
		come	

commercial^{*}
 consider
 constitution-al-ly
 construction
 contentment
 contingency
 controversy
 covenant-ed
 cross-examine-d-ation^{*}

D

danger-ous
 dear
 December
 defective
 deficient-cy
 deliver-ed-y^{*}
 democracy-tic
 description
 destructive-ion
 different-ce
 difficult-y
 dignity-fy-fied
 disappointment
 discharge-d

do
 disinterestedness
 doctor
 domestic
 during

E

efficient-cy-ly
 episcopal-ian
 enlarge-d
 enthusiast-ic-ism
 equal-ly-led
 esquire
 essential-ly
 everything
 executive
 executor^{*}
 executrix
 expect-ed
 expenditure
 expensive
 extemporaneous
 extinguish-ed
 extraordinary

extravagance-t
eye



F

familiar-ity



February



financial-ly



first



for



from



G

general ly



generalization



generation



gentleman-men



give-n



go



govern-ed-ment



Great Britain



H

had



half



hand



happy



has



have



he



heaven



hereafter



him



himself



his



hour



how



however



I

I



if



immediate-ly



imperfect-ion



important-ce



impossible



impracticable



improve-d-ment



in
























inconsistent

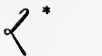
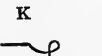
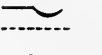

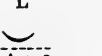
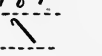

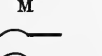





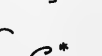
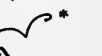
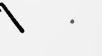


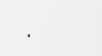
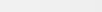


independent-ce



indescribable-ly 
 indignant-tion 
 individual-ly 
 indispensable-y 
 inefficient-cy-ly 
 influence-d 
 influential 
 inform-ed 
 information 
 inspect-ed-ion 
 instant 
 instruction-ive 
 insubordinate-ion 
 intelligent-ce 
 interest-ed 
 investment 
 irregular 
 irrespective 
 is 
 it 
 itself 

J *

jurisprudence 
 Kansas City 
 kingdom 
 knew 
 language 
 large-st-r 
 liberty 
 magazine 
 magnet-ic-lsm 
 majesty 
 manufacture-d 
 manufacturer 
 mathematic-s-al-ian 
 me 
 mechanic-al-ly 
 meeting 
 melancholy 
 member 
 mere 
 metropolitan 

ministry



misdemeanor



mistake



mistaken



more



mortgage-ed



most



Mr.



much



myself



N

nature-al-ly



near



neglect-ed



never



nevertheless



new



New Haven



New York



next



nothing



notwithstanding



novelty



now



November



object-ive-lon



observation



obscurity


obstruction-ive
of


on



opinion



opportunity



organization



ought



our



ourselves



over



O, Oh, owe



owing



own



P

parliament-ary



particular



peculiar-ity



perform-ed



performs-ance



perpendicular



perspective



philanthropy-ic



philanthropist

pleasure

practice-d-al-ly



practicable



prejudice-d-ial

preliminary

Presbyterian-ism

preservation

probable-y-ility

production-ive

professional

proficient-ey

proportion-ed

proportionate-ly

prospect-ive

public-sh-ed-ation

put



Q

quite



R

railroad



rather



reform-ed



reformation



reformer

regular



religion-ous



relinquish-ed



remember-ed



represent-ed



representation-ive



republic-an



resignation



respect-ed-ive



responsible-ility



reverend-revenue



S

San Francisco



satisfaction-ory



selfish-ness



sensible-ility



September



several



shall-shalt



should



significance


















































signify-ied-icant





signification




singular 
 something 
 somewhat 
 speak 
 special-ly 
 stranger 
 strength 
 subject-lon-ive 
 subscribe-d 
 subscriber 
 subscription 
 substantial-ly 
 substitute-d 
 sufficient-cy-ly 
 sure 
 surprise-d 
 suspect-ed-suspicious 
 T 
 tabernacle 
 temperance 
 thank-ed-ful 
 thanksgiving 
 that 
 the

their 
 them-selves 
 there-after 
 thing 
 think 
 this 
 those 
 though 
 thus 
 thyself 
 to 
 trade 
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 transfer 
 transgress 
 transgression 
 tribunal 
 tried 
 truth 
 two 
 U 
 unanimity-unanimous 
 unconstitutional-ity 
 nnder-stood

unexamined 


unexpectedly 


uniformity 


United States 

unquestionable 


unusually 

use  (noun)


use  (verb)


usually 


V


very 


W


was 


we 


what 


whatever 


when 


whenever 


whether 

which 

while 

whither 

who 

whose 

why 

will 

wish 

with 


within 

without 

wonderful 


word 


would 


writer 


Y

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year 

yesterday 

you 

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your 

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